डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ अधिनियम, २०१४ च्या तरतुदीनुसार डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठाकरीता तयार करण्यात आलेल्या प्रथम आदेशास (First Ordinances) मान्यता देण्याबाबत...

महाराष्ट्र शासन

उच्च व तंत्रशिक्षण विभाग

शासन निर्णय क्रमांक: तंशावि-३७११/(३५/२३)/तांशि-२,

मादाम कामा रोड, हुतात्मा राजगुरू चौक,
मंत्रालय, मुंबई - ४०० ०३२
दिनांक:-१० ऑक्टोबर, २०२४.

वाचा :-

१) प्रधान सचिव, राज्यपाल यांचे पत्र क्र.RB/BATU-२०१६/CR-८६७८/Edn.२/६९६, दि.३१.०५.२०२३

२) सचिव, राज्यपाल यांचे पत्र क्र.RB/BATU-२०१६/CR-८६७८/Edn.२/२१३, दि.२१.०२.२०२४.

३) सचिव, राज्यपाल यांचे पत्र क्र.RB/BATU-२०१६/CR-८६७८/Edn.२/२५१, दि.२८.०२.२०२४.

४) प्रधान सचिव, राज्यपाल भवन यांचे पत्र क्र.RB/BATU-२०१६/CR-८६७८/Edn.२/६७३, दि.२७.०६.२०२४.

प्रस्तावना :-

डॉ. बाबासाहेब आबेडकर तंत्रशास्त्र विद्यापीठ अधिनियम, २०१४, दि.०१.०३.२०१६ पासून अंमलात आला आहे. त्या दिनांकापासून डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे हे संलग्नता प्रदान करणारे विद्यापीठ म्हणून कार्यरत झालेले आहे.

२. डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ अधिनिमय, २०१४ मधील कलम १०६ (२) मध्ये पुढीलप्रमाणे तरतूद आहे.

"The First Vice Chancellor shall, subject to the provisions of this act and with prior approval of the Chancellor, make first Statutes, ordinances and rules necessary for
giving effect to the provisions of this act and effective working of the University."

सदर तरतुदीनुसार विद्यापीठाकरिता First Statutes, Ordinance, Rules & Regulation तयार करावयाचे आहे.

३. सदर तरतूदीच्या अनुषंगाने डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे, रायगड यांनी विद्यापीठाच्या प्रथम आदेश (First Ordinances) च्या मसुदयास मा.कुलपती महोदयांची मान्यता मिळण्याच्या अनुषंगाने प्रस्ताव त्यांच्या दि.३१.०१.२०२३ च्या पत्रान्वये शासनास सादर

केला होता. सदरचा प्रस्तावास विद्यापीठाचे कुलपती म्हणून मा. राज्यपाल महोदयांच्या मान्यतेसाठी सादर केला असता मा. राज्यपाल महोदयांचे प्रधान सचिव यांच्या संदर्भ क्र.१ येथील दि.३१.०५.२०२३ च्या पत्रान्वये Ordinance No.१ ते ५, ९ ते ११, १४ आणि १८ ते २१ ला मान्यता प्रदान केली. व उर्वरीत Ordinance No - ६.१, ७.५, १२, १३, १५, १६ व १७ संदर्भातील तरतुदींच्या अनुषंगाने आवश्यक त्या सुधारणा करून सुधारित प्रस्ताव सादर करण्याचे निर्देश दिले होते.

४. त्याअनुषंगाने कुलसचिव यांनी दि.११.१०.२०२३ च्या पत्रान्वये माहिती सादर केली आहे. विद्यापीठाच्या प्रथम आदेशाच्या (First Ordinances) मसुदयातील Ordinance No - ६.१, ७.५, १२, १३, १५, १६ व १७ संदर्भातील तरतुदींच्या अनुषंगाने आवश्यक त्या सुधारणा करून सुधारित प्रस्ताव कुलसचिव, डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे, रायगड यांनी सादर केला होता. सदर मसुद्यास मा. राज्यपाल महोदयांच्या मान्यतेस्तव सादर करण्यात आला असता त्यांच्या संदर्भ क्र.२ दि.२१.०२.२०२४ च्या पत्रान्वये मसुदयातील अनु.क्र.६ व ७ या आदेशास मान्यता दिली. तद्नंतर संदर्भ क्र.३ दि.२८.०२.२०२४ रोजीच्या पत्रान्वये अनु. क्र. १२, १३, १५, १६ आणि १७ या मसुदयास मान्यता दिली. आणि संदर्भ क्र.४ दि.२७.०६.२०२४ रोजीच्या मा. राज्यपाल महोदयांच्या कार्यालयाच्या पत्रान्वये उर्वरीत अनुक्रमांक ८ या प्रथम आदेशास मान्यता प्रदान करण्यात आली आहे. मा. राज्यपाल महोदयांनी दि.२७.०६.२०२४ च्या पत्रान्वये विद्यापीठाने प्रस्तावित केलेल्या Ordinance No १ ते २१ मान्यतेच्या अनुषंगाने पुढील आवश्यक ती कार्यवाही करण्याचे निर्देश दिले आहेत. सदर मान्यतेच्या अनुषंगाने शासन निर्णय निर्गमित करण्याची बाब विचाराधीन होती.

शासन निर्णय :-

मा.राज्यपाल महोदयांच्या मान्यतेच्या अनुषंगाने डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे, रायगड या विद्यापीठाच्या सोबत जोडलेल्या प्रथम आदेशास (Ordinance No १ ते २१) मान्यता देण्यात येत आहे.

२. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२४१०१०१५२५३८९३०८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

HUSSEIN ALIMIYA MUKADAM

Digitally signed by HUSSEIN ALIMIYA MUKADAM
DN: CN = HUSSEIN ALIMIYA MUKADAM, C = IN, S = Maharashtra, O = GOVERNMENT OF MAHARASHTRA, OU = HIGHER AND TECHNICAL EDUCATION DEPARTMENT
Date: 2024.10.10 15:37:36 +05'30'

(हुसेन अ. मुकादम)
अवर सचिव, महाराष्ट्र शासन

प्रत :

१. मा. राज्यपाल यांचे प्रधान सचिव, राजभवन, मुंबई.

२. मा. मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई

३. मा. मंत्री, उच्च व तंत्र शिक्षण, मंत्रालय, मुंबई

४. मा. प्रधान सचिव, उच्च व तंत्र शिक्षण यांचे स्विय सहायक
५. सर्व सहसचिव / उपसचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई
६. संचालक, तंत्र शिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई
७. कुलगुरू, डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे, जि. रायगड
८. कुलसचिव, डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे, जि. रायगड
९. महालेखापाल (लेखा व अनुज्ञेयता)-१, महाराष्ट्र, मुंबई.
१०. महालेखापाल (लेखा व अनुज्ञेयता)-२, महाराष्ट्र, नागपूर
११. महालेखापाल (लेखा परिक्षा)-१, महाराष्ट्र, मुंबई
१२. महालेखापाल (लेखा परिक्षा)-२, महाराष्ट्र, नागपूर
१३. संचालक, लेखा कोषगारे, मुंबई
१४. अधिदान व लेखा अधिकारी, मुंबई
१५. निवड नस्ती.

Dr. Babasaheb Ambedkar Technological University

(Established as a University of Technology in the State of Maharashtra)

(under Maharashtra Act No. XXIX of 2014)

P.O. Lonere, Dist. Raigad,
Pin 402 103, Maharashtra
Telephone and Fax. : 02140 - 275142
www.dbatu.ac.in

THE FIRST ORDINANCES

of

Dr. Babasaheb Ambedkar Technological University

Maharashtra

<u>**(July 2016)**</u>

Index

These First Ordinances have been made by the First Vice-Chancellor and may get modified through Academic Council and Executive Council.

O 1 ORDINANCE FOR QUALIFICATION FOR ADMISSION TO COURSES IN UNIVERSITY DEPARTMENTS AND SCHOOLS, AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

This Ordinance (s) may be called, **"Ordinance for conditions under which students shall be admitted to courses of study for degrees, diplomas, advance diplomas certificates and other academic distinctions"** as per Section 41(a)and Sections 64 & 65 of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

O 1.1 : General

(1) Subject as hereinafter provided no person shall be eligible for admission in the University departments and schools, affiliated colleges and recognized institutions unless he has passed Higher Secondary School Certificate Examination of the Divisions of the Maharashtra State Board of Secondary and Higher Secondary Education, Maharashtra, or an examination recognized as equivalent to this examination by the Academic Council, from time to time, and possesses such further qualifications as may be prescribed by the Ordinances.

(2) No person shall be qualified for admission to the University departments and schools, affiliated colleges and recognized institutions unless s/he is sixteen years of age before the first day of October in the year in which he seeks admission or, if s/he is admitted to the second year of the degree course, seventeen years of age before the first day of October in the year in which s/he is admitted or, if he is admitted to the first year of the PG Course, nineteen years of age before the first day of October in the year in which he seeks admission:

Provided that the Vice-Chancellor may, on the basis of individual merit, relax the age limit up to a maximum period of one year or as laid down by the Government of Maharashtra from time to time.

Provided, further that if a person otherwise eligible to get admission in the University departments and schools, affiliated colleges and recognized institutions is not governed by 10+2+3 scheme, s/he shall continue to be governed by the provisions of Clause 2 above.

Notwithstanding anything contained in this Ordinance, its Clause 2 hereof will read as under in respect of admission to the 1st year of any Degree Courses of the University departments and schools, affiliated colleges and recognized institutions and in respect of under mentioned Post-graduate courses with effect from the academic year *2016-17*.

(3) No person not already being a member of the University departments and schools, affiliated colleges and recognized institutions shall be admitted to any post-graduate course unless s/he has passed an examination recognized as equivalent to a degree examination of the University.

(4) The candidate seeking admission to a course of study in the University departments and schools, affiliated colleges and recognized institutions must satisfy the rules and conditions made in this behalf.

(5) Notwithstanding anything contained in any other Ordinance, no person who has been convicted of an offence involving moral turpitude shall be admitted to a course of study or permitted to take any examination of the University, Schools, affiliated colleges and recognized institutions until a period of two years has elapsed from the date of expiry of the sentence imposed on him / her.

(6) Admissions to the different courses in the University departments and schools, affiliated colleges and recognized institutions are made on merit alone, which is decided on the basis of marks

secured by the candidates at the qualifying examination and entrance examination as prescribed by Government of Maharashtra from time to time.

(7) No upper age limit is prescribed for admission to the University departments and schools, affiliated colleges and recognized institutions.

(8) The University shall display the details of all the courses, course contents, admission procedure, examination and evaluation methods, and the admission details on its web-site at an appropriate time, for the benefit of the candidates all over the country.

(9) The last date for receiving applications for admission shall be announced each year through an advertisement by the Common Admission Program Cell of the Directorate of Technical Education (DTE), Government of Maharashtra.

(10) The Information provided in the official advertisement of the Common Admission Program Cell, and on the web-site by the Directorate of Technical Education (DTE) and at the time of official counseling shall only be considered valid and any claim based on hearsay or otherwise shall not be entertained by the University.

(11) A candidate, who fails to accept the offer of admission made by the Common Admission Program Cell /DTE/ University to any of the courses, forfeits his/her claim for the admission for that academic year. The acceptance of the offer implies payment of the prescribed fees and deposits by the specified date.

(12) The University shall not enter into any correspondence with the candidate in the matter of admission, i.e. for obtaining copies of mark-sheet, incomplete forms, etc., except when deemed appropriate.

(13) The admission procedures for different courses shall be as per the respective rules of the Government of Maharashtra or the rules set by the Academic Council of the University.

(14) Accepting the admission implies paying of the prescribed fees, including deposits, as per the Rules, and attending the classes/laboratory work regularly. If a candidate fails to pay the fees before the due date or after paying the fees and taking the admission, fails to attend the classes/laboratory work for more than one month after taking the admission, his/her admission shall be liable to be cancelled, and the fees paid shall not be refunded on any ground.

(15) The refund of fees, if any, shall be as per the prescribed rules of Government of Maharashtra.

(16) Any deposit paid by a student shall be refunded at the time of leaving the University departments and schools, affiliated colleges and recognized institutions, as per the Rules of the University. The deposit may be forfeited if not claimed within one year from the date of leaving the University departments and schools, affiliated colleges and recognized institutions.

(17) A seat once allotted shall not be considered vacant unless the candidate to whom it is allotted declines to accept it or leaves the course for which s/he is admitted in writing, or her /his admission is formally cancelled by Common Admission Program Cell/DTE, the University departments and schools, affiliated colleges and recognized institutions.

(18) A candidate should purchase the application form for the course to which s/he is seeking admission, by paying appropriate admission form fees.

(19) The certificate of marks,issued by the University/ Board for the qualifying examination, and the certificate of passing the entrance test is the only basis for the purpose of admission.

(20) Candidates shall submit self-attested copies of the statements of marks, along with the application form and other necessary documents like leaving certificate etc.

(21) A student of other University shall submit within a month from the commencement of the term a 'Transfer Certificate' or 'Migration Certificate' from the Principal of the College last attended by him/her.

(22) No student from any other University shall be admitted to any of the courses in the University departments and schools, affiliated colleges and recognized institutions without the production of a "Provisional Statement of Eligibility" and the offer of admission shall be conditional upon its production.

(23) Candidates desirous of seeking admission to the University departments and schools, affiliated colleges and recognized institutions, on the basis of qualifications obtained in overseas Universities/ Boards may be considered for the admission on the merit of each individual case, as per the rules prescribed by Government of Maharashtra from time to time.

(24) Appropriate reservation for the candidates from the weaker sections of the society, such as Scheduled Castes and NavBuddhas, Scheduled Tribes, Denotified Tribes and Nomadic Tribes (NT/NT1/NT2/NT3), Special Backward Classes and other Backward Classes, shall be provided in the State Seats as per the State Government norms, provided that such admissions do not exceed 52% with sub-allocations of different categories. The candidates applying against this provision must produce, along with their applications for admission, fresh certificates to that effect from the competent authority and validity certificate, creamy layer certificate for OBC category, from the Social Welfare Officer. Applications not accompanied by such certificates will not be considered for admission under this category, provided further that if the necessary documents are not provided within the prescribed time, the admission shall stand automatically cancelled and no refund of fees shall be admissible.

(25) Candidates from other States will be admitted through the Common Admission Program Cell /Directorate of Technical education following the Government of Maharashtra rules.

(26) Reservation for female candidates and candidates with disabilities shall be as per rules of Government of Maharashtra.

(27) These rules and regulations shall also be applicable for any new UG or PG Programs introduced by the University from time-to-time.

(28) The students admitted to any course have to take readmission for the second and subsequent years by paying the readmission fee, every year and submitting the readmission form to the respective authority of his / her institute / college.

(29) These rules will also be applicable for the new courses introduced in the University departments and schools, affiliated colleges and recognized institutions.

(30) Canvassing of any sort for getting admission into the University will be a disqualification.

(31) The decision of the Vice chancellor shall be final in the case of any dispute.

O 1.2 : ADMISSION TO UNDERGRADUATE PROGRAMS

(1) Dr. Babasaheb Ambedkar Technological University offers full-time Undergraduate (UG) B. Tech. programs in the following academic disciplines on the campus at Lonere:

UG Programs

(i) Chemical Engineering,
(ii) Civil Engineering,
(iii) Computer Engineering,

(iv) Electrical Engineering,
(v) Electronics and Telecommunication Engineering,
(vi) Information Technology,
(vii) Mechanical Engineering,
(viii) Petrochemical Engineering

Similar and other courses in the Faculty of Engineering and Technology, Pharmacy, Architecture, Hotel management and Catering Technology, will be offered at affiliated colleges, and Institutes recognized by the University

(2) The undergraduate and postgraduate degree courses in the Faculty of engineering and Technology shall be called the degree course in Bachelor of Technology, abbreviated as B.Tech. and Master of Technology, abbreviated as M. Tech., respectively
(3) The undergraduate and postgraduate degree courses in the Faculty of Pharmacy shall be called the degree course in Bachelor of Pharmacy, abbreviated as B. Pharm. and Master of Pharmacy, abbreviated as M. Pharm., respectively
(4) The undergraduate and postgraduate degree courses in the Faculty of Architecture shall be called the degree course in Bachelor of Architecture, abbreviated as B. Arch. and Master of Architecture, abbreviated as M. Arch., respectively
(5) The undergraduate and postgraduate degree courses in the faculty of Hotel Management and Catering Technology shall be called the degree course in Bachelor of Hotel Management and Catering Technology, abbreviated as B. HMCT. and Master of Hotel Management and Catering Technology, abbreviated as M. HMCT., respectively
(6) The B. Tech., B. Pharm., B. Arch., B. HMCT. courses shall be of four academic year duration divided into eight semesters, each semester having the duration of 15 weeks.
(7) The M. Tech., M. Pharm., M. Arch., M. HMCT. courses shall be of two academic year duration divided into four semesters, each semester having duration of 15 weeks.
(8) The calendar of events in respect of the course (tests, end-semester examinations, commencement and end of classes, convocation, admission schedule, etc.) shall be fixed by the University from time to time.
(9) The end-semester examination (ESE) in all the subjects shall be conducted by the University at the endof each semester for all the eight semesters.
(10) Admission to all UG courses, conducted on the University campus (at Lonere) and conducted by the affiliated colleges and recognized institutions, shall follow the process as under
   a. Admissions to UG Programs will be made through a Centralized Admission Process (CAP) as prescribed by the Government of Maharashtra from time to time.
   b. All students admitted shall be required to pay at the time of joining and also in the subsequent semesters prevalent tuition and other fees prescribed by the University as per Government of Maharashtra directives from time to time till they are on roll.
   c. The University reserves the right to cancel the admission of any student, and ask him / her to discontinue his / her studies at any stage of his / her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.
   d. Admission to management seats in the affiliated private colleges and recognized private institutions, if any, will be as per the rules laid down by Government of Maharashtra from time to time.

O 1.2.1: QUALIFICATIONS FOR ADMISSION TO BACHELOR OF TECHNOLOGY (B. TECH.) COURSES(The Government orders issued from time to time in thisregard shall prevail.)

(A) Maharashtra State Candidature Candidate

(1) The Candidate should be an Indian National,

(2) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects, and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together;

OR

Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);

OR

Passed B.Sc. Degree from a Recognized University as defined by UGC and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);

(3) Obtained score in the common entrance examination conducted by the Competent Authority and recognized by the Government of Maharashtra.

(B) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

(1) The Candidate should be an Indian National;

(2) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together;

OR

Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);

OR

Passed B.Sc. Degree from a Recognized University as defined by University Grants Commission and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);

(3) Obtained score in common entrance examination conducted by the Competent Authority and recognized by the Government of Maharashtra or JEE Main Paper I or an examination recognized by Government of Maharashtra.

(C) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

The candidate should have passed the HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects, and obtained at least 50% marks;

(D)Lateral Entry

(1) Maharashtra State Candidature Candidates and All India Candidature Candidates

(1) The Candidate should be an Indian National;

(2) Passed DiplomaCoursein Engineering and Technology with at least 50% marks (45% marks in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only) in appropriate branch of Engineering and Technology from an All India Council for Technical Education (AICTE) or Central or State Government approved Board or Institution or its equivalent;

OR

Passed B.Sc. Degree from a University Grants Commission (UGC) or Association of Indian Universities recognized University with at least 50% marks (45% in case of candidates ofbackward class categories and Persons with Disability belonging to Maharashtra State only) and passed HSC with Mathematics as a subject. Provided that students belonging to this category shall clear the subjects of Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the first year Engineering Program along with second year subjects.

O 1.2.2: QUALIFICATIONS FOR ADMISSION TOBACHELOR OF PHARMACY (B.PHARM.) COURSE

(The Government orders issued from time to time in this regard shall prevail.)

(A) Maharashtra State Candidature Candidates and All India Candidature Candidates

(1) The candidate should be an Indian National;

(2) Passed HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biotechnology or Biology subjects and obtained at least 50% marks (at least 45% marks in case of candidates of Backward class categories and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together ;

(3) Obtained Score in common entrance examination conducted by the Competent Authority and recognized by the Government of Maharashtra.

(B) Lateral Entry

(1) Maharashtra State Candidature Candidates and All India Candidature Candidates (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

(1) The Candidate should be an Indian National;

(2) Passed Diploma Course in Pharmacy with at least 50% marks (at least 45% marks in case of candidates of Backward class categories and Persons with disability belonging to Maharashtra State only) from an All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved Institution or its equivalent.

<u>O 1.2.3: QUALIFICATIONS FOR ADMISSION TO BACHELOR OF ARCHITECTURE (B.ARCH.) COURSE</u>

(A) Maharashtra State Candidature Candidate, All India Candidature Candidate, Jammu and Kashmir Migrant Candidates (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

(1) The Candidate should be an Indian National;

(2) Passed HSC or its equivalent with Mathematics and obtained at least 50% marks in aggregate (at least 45% marks in aggregate in case of candidates of Backward class categories and Persons with Disability belonging to Maharashtra state only) ;

OR

Passed (10+3) Full time Diploma examination in Architecture recognized by All India Council for Technical Education or Central or State Government or its equivalent examination and obtained at least 50% marks in aggregate (at least 45% marks in aggregate in case of candidates of Backward class categories and Persons with Disability belonging to Maharashtra state only) with Mathematics as compulsory subject;

(3) The Candidate should have obtained at least 40% marks at National Aptitude Test in Architecture (NATA), conducted by the Council of Architecture;

(B) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

The Candidate should have passed the HSC or its equivalent examination with Mathematics and obtained at least 50%marks in aggregate;

OR

Candidate should have passed Full time Diploma (10+3)examination in Architecture recognized by All India Council for Technical Education or Central or State Government or its equivalent examination and obtained at least 50% marks in aggregate;

O 1.2.4: QUALIFICATIONS FOR ADMISSION TO BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (B.HMCT)

(A) Maharashtra State Candidature Candidate and All India Candidature Candidates (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

(1) The Candidate should be an Indian National;
(2) Passed HSC or its equivalent examination and obtained at least 50% marks in aggregate (at least 45% marks in aggregate for backward class category and Persons with differently able candidates belonging to Maharashtra state only);
(3) Obtained score at MAH-B.HMCT-CET in the respective years or common entrance examination conducted by the Competent Authority and recognized by the Government of Maharashtra.

(B) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign Nationals (as per the rules of Government of Maharashtra and Director of Technical Education declared from time to time)

Passed HSC or its equivalent examination and obtained at least50% marks in aggregate.

Note:

(a) Eligibility criteria for Candidates belonging to Persons with Disability

In addition to the basic qualification mentioned above, candidate who is suffering from any one of the following permanent disability is eligible to seek admission against seats reserved for Persons with Disability candidates (i.e. Candidate who is visually impaired (blind) Candidate type- P1, Candidate who is speech & hearing impaired (deaf & dumb) Candidate type- P2, Candidate who has orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic Candidate type -P3), provided they submit a certificate(in Proforma F/F-1 available with civil surgeons) clearly stating that the extent of disability is more than 40%and the disability is of permanent nature.

(b) Admission to Mining Engineering course

Women candidates are not eligible for admission to Mining Engineering.

O 1.3:ADMISSION TO THE POST-GRADUATE COURSES

(1) Dr. Babasaheb Ambedkar Technological University offers full-time Post Graduate (PG) M. Tech. programs in the following academic disciplines on the campus at Lonere

PG Programs

i. Chemical Engineering,
ii. Computer Engineering,
iii. Electrical Engineering: Electrical Power Systems (EPS)
iv. Electronics and Telecommunication Engineering,
v. Environment Engineering,
vi. Mechanical Engineering,
   (a) CAD / CAM Engineering
   (b) Thermal Engineering

(2) Additional courses at PG levels may be offered by affiliated colleges and recognized institutions.

(3) Admissions to the Master's courses shall be done as per the Rules and through a suitable selection procedure as laid down by the Academic Council of the University or by Directorate of Technical Education, Government of Maharashtra.

(4) Candidates seeking admissions to the Master's courses must mention the valid Graduate Aptitude Test in Engineering (GATE) score in their application forms. However, a valid GATE score does not automatically entitle a candidate for admission.

(5) If the result of the qualifying degree examination is not declared before the last date notified for the receipt of the admission forms, the candidates may be allowed, through special notification, to communicate the results by telegram followed by sending all the relevant documents by Registered Post. However, the applications of such candidates shall be considered only for seats, which will fall vacant, in due course. The last date by which the results shall be submitted shall be notified every year separately by the University or the Directorate of Technical Education.

(6) The selection of the candidates for admission shall be on the basis of the performance of the candidates at the selection procedure, GATE score, and the marks obtained at the qualifying examination.

O 1.3.1: QUALIFICATIONS FOR ADMISSION TO MASTER OF TECHNOLOGY (M.TECH.) COURSES

(A) Maharashtra State Candidature Candidate, All India Candidature Candidate (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

1. The Candidate should be an Indian National.
2. Passed Bachelor Degree in the relevant field of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions or equivalent, with at least 50% marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only);
3. Obtained score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology
4. For sponsored candidates, minimum of two years of full time work experience is essential in a registered firm / company /industry / educational and / or research institute / any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.

The admissions will be conducted in a Centralized Admission Process of Directorate of Technical Education for GATE qualified candidates.

The departments of University, Affiliated colleges and recognized Institutes are authorized to conduct their own entrance tests for admitting non-GATE candidates, if positions are available in respective colleges and departments.

The departments, colleges and institutions shall announce the time table for conducting the tests for such candidates, conduct the entrance test and declare merit list before the commencement of the academic year.

NO admission will be done without the entrance test.

(B) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

1. Passed Bachelor Degree in the relevant field of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions or equivalent, with at least 50 % marks;
2. Passed Bachelor Degree in the relevant course of Engineering and Technology as specified in the eligibility criteria for admission to a Post Graduate Degree course of the concerned University for which admission is being sought.

<u>O 1.3.2:QUALIFICATIONS FOR ADMISSION TO MASTER OF PHARMACY (M.PHARM.) COURSE</u>

(A) Maharashtra State Candidature Candidate, All India Candidature Candidate (as per the rules of Government of Maharashtra and Director of Technical Education declared from time to time)

(1) The candidate should be an Indian National.

(2) Passed Bachelor's Degree in Pharmacy from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks (at least 50% marks in case of SC or ST category and Persons with Disability Candidates belonging to Maharashtra State only); Such candidates will have to obtain (if do not possess already) registration with State Pharmacy Council within one month after securing admission.

(3) Obtained score in Graduates Pharmacy Aptitude Test (GPAT) conducted by All India Council for Technical Education;

(4) For sponsored candidates, minimum of two years of full time work experience is essential in a registered firm / company / industry / educational and / or research institute / any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.

(B) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

Passed Bachelor's Degree in Pharmacy from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks.

<u>O 1.3.3: QUALIFICATIONS FOR ADMISSION TO MASTER OF ARCHITECTURE (M.ARCH.) COURSE</u>

(A) Maharashtra State Candidature Candidate, All India Candidature Candidate (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

(1) The candidate should be an Indian National;

(2) Passed Bachelor Degree in Architecture from All India Council for Technical Education or Council of Architecture or Central or State Government approved institutions or equivalent, with at least 50 % marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only);

(3) Obtained score in MAH-M.ARCH-CET or common entrance examination conducted by the Competent Authority and recognized by the Government of Maharashtra.

(B) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

Passed Bachelor Degree in Architecture from All India Council for Technical Education or Council of Architecture or Central or State Government approved institutions or equivalent, with at least 50 % marks.

O 1.3.4: QUALIFICATIONS FOR ADMISSION TO MASTER OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (M.MHCT) COURSE

(A) Maharashtra State Candidature Candidate, All India Candidature Candidate (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

(1) The Candidate should be an Indian National;

(2) Passed Bachelor Degree in Hotel Management and Catering Technology from All India Council for Technical Education or Central or State Government approved institutions or its equivalent, with at least 50 % marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only) ;

(3) Obtained score in MAH-M.HMCT-CET or common entrance examination conducted by the Competent Authority and recognized by the Government of Maharashtra.

(B) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National (as per the rules of Government of Maharashtra and Directorate of Technical Education declared from time to time)

Passed Bachelor Degree in Hotel Management and Catering Technology from All India Council for Technical Education or Central or State Government approved institutions, or its equivalent, with at least 50 % marks.

O 1.4 : ADMISSION TO THE PH.D. PROGRAMME

(1) Admissions to Ph.D. programs shall be done as per the Rules laid down by the Academic Council of the University and depending on the availability of seats with the recognized guides of the University in University departments and schools, affiliated colleges and recognized institutions with degree level and above levels only.

(2) The selection procedure for admission will be conducted two times a year, preferably in June and January in an academic year.

(3) The selection of candidates for the Government scholarships, if any, shall be based on marks scored in the qualifying examination and the performance at the selection procedure.

(4) A candidate, who has submitted his/her Master's thesis and is awaiting the result of the qualifying examination, is also eligible to apply. If such a candidate is selected for admission, he/she will be provisionally admitted as an Occasional Research Student to the course and shall be formally admitted only when the result of the qualifying examination is submitted.

O 1.4.1 QUALIFICATIONS FOR ADMISSION TO DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMME

The candidates applying for Ph. D. Programs in all Engineering, Pharmacy, Architecture and HMCT must have passed Master's degree or equivalent degree in relevant discipline with **minimum First Class(60% marks)** or an equivalent grade point of 6.5 on the scale of 10 awarded by any recognized University/Institute, preferably with valid GATE score.

The candidates applying for Physics, Chemistry, Biotechnology, Marine Science, Earth Science and Mathematics should have passed M. Sc. or equivalent degree in the relevant subject with minimum First Class**(60% marks)** or an equivalent grade point of 6.5 on the scale of 10 awarded by any recognized University/Institute, preferably with valid NET-JRF qualification.

The employed candidates applying for full-time and part-time programs for the Degree of Doctor of Philosophy will have to submit No Objection Certificate from their employer in the prescribed format (***Annexure – I and II of ordinance O.1***).

A predetermined and manageable number of vacancies for Ph. D. programs in the respective academic sessions depending on number of the available eligible Faculty Guides (Guides) and the vacancies offered will be displayed on the websites of the University, affiliated colleges and recognized Institutes.

Only recognized affiliated colleges and Institutions with qualified faculty and necessary infrastructure of research laboratory and equipments in respective areas to conduct research shall be recognized to conduct the research degree (Ph.D.) program and allowed to admit the students to their PhD program.

O 1.4.2 Admission Process

(1) The admission of the candidates for Ph. D will be on the basis of an entrance test to be conducted in the prescribed manner at the University departments and schools, affiliated colleges and recognized institutions and an interview in a prescribed format.

(2) All candidates will have to appear for entrance test as well as interview for becoming eligible for admission.

(3) Entrance Examination is mandatory for the candidates seeking admission to the Ph. D. degree of the University in the University departments and schools, recognized research / Ph. D. centers, affiliated colleges and recognized institutions.

The Entrance Examination will be conducted by the University departments, affiliated colleges and recognized Institutes for the positions in their respective departments on the First/Second weeks of the month of August and January every year. If there is change in the days mentioned above on account of some unavoidable circumstances/reason(s), the change in the schedule will be declared by the concerned departments/colleges/centres through notification on the admission portal.

(4) No candidate shall be admitted in any department/ centres/ Institutes/ colleges without qualifying in the entrance test.

(5). Structure of the Entrance Examination**:**

(a) The Entrance Examination will be conducted in two parts; General Aptitude Test and Subject Specific Test.

Paper–I: General Aptitude Test (100 Marks), Time: 1.5 hr

(i) This Paper will have 40 Multiple Choice Questions (MCQs) of 2 Marks each covering vocabulary, Numerical Ability, and Reasoning Ability (80 Marks) and five (5) General Descriptive Questions of four (4) Marks each designed to test the candidates Motivation, Idea, Vision and Expectations (20 Marks).

Vocabulary: To measure degree of comfort with the English Language,

Numerical Ability: To test fluency or comfort with Numbers and Calculations,

Reasoning Ability: To measure ability to understand and grasp relationships between concepts.

(ii) Candidate who scores 50 % marks and above (45 % marks and above, in case of all Backward Class and Physically Handicapped candidates) in **General Aptitude Test** (Paper –I) will be declared Qualified**.** The list of Qualified candidates (Paper – I) should be displayed on the website on the same day by the respective departments and colleges

Paper–II: Subject Specific Test (100 Marks), Time: 1.5 hr

(i) The syllabus of Paper-II for various subjects covered under different branches will be the syllabus of GATE examination of the respective branch of Engineering and technology, GPAT Examination for Pharmacy, examination of Council of Architecture and/or GATE/SET/NET/JRF for Sciences.

(ii) This Paper will have 40 Multiple Choice Questions (MCQs) of 02 Marks each (80 Marks) covering relevant subjects in the respective branch of Engineering or Sciences and 05 Descriptive Questions of four (4) Marks each designed to test the candidate's knowledge of the Core Subjects in the relevant branch of Engineering and Technology or Sciences (20 Marks).

(iii) This Examination will be conducted by respective University Departments and only those affiliated colleges recognized for conducting research programs with sufficient infrastructure and recognized institutions for their applicants.

(iv) Affiliated Colleges may use the scores of the candidate in the examination conducted by the University or can conduct their own examinations. But no candidate shall be admitted without qualifying in the entrance test.

(v) The University may periodically review and incorporate some changes in the structure of the entrance examination in future which will be notified by the University at the time of admission notification.

(b) Only those candidates who score minimum 50% marks (45% in case of reserved category) in Paper-I and Paper-II each, shall be considered qualified for the interview stage.

(c) Interview: All the candidates who have qualified in General Aptitude Test (Paper–I) and Subject Specific Test (Paper–II) will have to appear for an interview to be organized by the respective University departments and schools, recognized affiliated colleges and research institutions. The Interview shall carry 50 marks.

At the time of interview, prospective candidates are expected to discuss their research interest/area. The list of candidates found eligible based on their performance in entrance test and interview for the offer of Ph. D. admission will be displayed in the order of GENERAL MERIT.

(6) The University and affiliated colleges will follow the rules of the reservation policy of Government of Maharashtra while granting admissions.

(7) Scholarship/Fellowship**: C**andidates opting for full-time Ph.D. program can apply for scholarship to various funding agencies such as UGC/DST/AICTE/State Government, etc.

(8) Candidates qualified for Ph.D. may be considered for award of fellowship from sponsored research projects from Government organizations and industry in the University.

(9) The principal investigator of sponsored projects is empowered to conduct additional interview for selection of project fellows from the pool of qualified candidates in that academic year.

(10) Project staff already selected on the sponsored project has to clear the admission entrance test for admission and registration to the PhD program.

(11) The general merit list so prepared shall be valid only for a period of that academic year.

(12) The names of the successful candidates admitted by affiliated colleges and Centres must be intimated to the University by the colleges/ Centres within two weeks of conducting the entrance test.

(13) The department/ college/ Institute / Centre shall form a Departmental Review Committee for review of progress each candidate, one of the members of the Committee must be an external member.

(14) The selected candidates from recognized affiliated colleges and Institutions will have to register with the University by paying the registration fees.

(15) The recognized colleges, Centres and Institutions shall follow the same rigorous procedure of regular review of the PhD candidates as the University departments, both full time as well part time PhD programmes and submit the quarterly review reports to the University for each candidate.

(16) No candidate shall be permitted for PhD in distance education mode as continuous evaluation of the PhD candidate by a Departmental Research Committee is mandatory.

(17) Part time PhDs are allowed only for the practical component of the research provided the parent organization of the candidate is recognized by the University for research degree program.

O 1.5 ADMISSION TO DIPLOMA COURSES IN INSTITUTE OF PETROCHEMICAL ENGINEERING

(1) The University manages Institute of Petrochemical Engineering as a Diploma Institute.

(2) The eligibility criteria and admission procedures to the diploma courses in the Institute of Petrochemical Engineering are as per the rules and Regulations of Directorate of Technical Education(DTE), Government of Maharashtra. Currently the admission is handled through Central admission process of the DTE.

O 2. ORDINANCE FOR ENROLLMENT OF STUDENTS FOR ATTENDING SUCH COURSES IN THE UNIVERSITY AND RECOGNIZED INSTITUTIONS AND FEES INCLUDING THE TUITION FEES AND HOSTEL CHARGES

This Ordinance (s) may be called, "**Ordinance for enrolment of students for attending such courses in the University and recognized institutions and fees including the tuition fees and hostel charges**" as per section 41(b) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

2.1 ENROLLMENT TO UG COURSES

1) Every student of the UG program is required to be present and register at the commencement of each semester within first three days of the semester fixed for and notified in the Academic calendar where he has been admitted.
2) Registration for first two semesters is automatic when a student is admitted to the first year.
3) From 3rdsemester onwards, the registration will be conducted by the respective Academic Section of the University/Affiliated colleges/ recognized institution under the supervision of UGP Committee of the Heads of the University Departments and schools/ affiliated colleges,.
4) The UGP committee of Heads of the Departments shall verify fulfillment of required credits by the student for registration into the next semester.
5) Other requirements such as caste, validity etc. will be checked by the academic / students section of the University, affiliated colleges and recognized institutions, at the time of admission to the first semester of the program.
6) Self-attested copy of the required documents can be accepted on production of originals for verification. The officer verifying the documents will certify that the copies are verified.
7) A student who does not register on the day(s) announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fee as prescribed by the University. Normally, no late registration shall be permitted after the third working day from the last scheduled date. Under certain conditions, with written application by the student, the competent authority may extend / permit to pay the fee in parts or so.
8) Only those students will be permitted to register who have-
    (i) Cleared all dues of the previous semesters.
    (ii) Paid all required prescribed fees for the current semester, and
    (iii) Not been debarred from registering for a specified period on disciplinary or any other ground.
9) To be able to register in the second year and continue his/her study in the University departments and schools, affiliated colleges and recognized institutions at the end of the 2nd semester of first year, a student must complete satisfactorily at least 85 % of total credits of the first two semesters. A student failing to complete satisfactorily the above condition, will not be promoted to the second year (i.e. 3rd semester).
10) To be able to register in the Third year (i.e. 5th semester) and continue his/her study in the University departments and schools, affiliated colleges and recognized institutions at the end of second year a student must have passed the First Year (i.e. 1st and 2nd semester completely) and must complete satisfactorily at least 85 % of total credits of the second year (i.e. 3rd and

4th semesters together). A student failing to complete satisfactorily the above condition, will not be promoted to the Third year (i.e. 5th semester).

11) To be able to register in the Final year of B. Tech. and continue his/her study in the University departments and schools, affiliated colleges and recognized institutions at the end of 6th semester of Third year a student must have passed the Second Year (i.e. 3rd and 4th semester completely) and must complete satisfactorily at least 85 % of total credits of the Third year (i.e. 5th and 6th semesters together). A student failing to complete satisfactorily the above condition, will not be promoted to the final year (i.e. 7th semester) of B. Tech. program.
12) The semester / year wise tuition fee and other fee shall be declared by the University departments and schools, affiliated colleges and recognized institutes from time to time on the respective web-site. The fee structure shall be as per the guidelines of the University / Government of Maharashtra and updated accordingly from time to time.
13) The fees shall, as far as possible, be uniform for the institutions situated in the same local area, for admission to the examinations leading to degree, advanced diploma certificates and other academic distinctions, and for registration of graduates.
14) The Hostel fee shall also be declared on the web-site as per the guidelines of the University / Government of Maharashtra and updated accordingly from time to time.
15) The Fee structure and Hostel fees of the affiliated colleges shall be declared on the web-site of the college as per the guidelines of the University / Government of Maharashtra and updated accordingly from time to time.

2.2 ENROLLMENT TO PG COURSES

1) All students of the post-graduate courses are required to register for the prescribed subjects at the commencement of each of the semester, on the day announced for such registration.
2) Registration of the students will be organized by a PG Admission Committee of the Heads of the Departments and will be supported by the Academic / Students section of the University departments and schools, affiliated colleges and recognized institutions as per Para 3 of UG enrollment.
3) A student, who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fees as prescribed by the University. Normally no late registration will be permitted after the third working day from the last scheduled date. Under certain conditions, with a written application by the student, the competent authority may extend / permit to pay the fee in parts or so.
4) Only those students will be permitted to register who have cleared all the dues of the previous semester and made all required advance payment of for the current semester for which s/he is registering.
5) A student of PG Program may be allowed to withdraw temporarily (become non-resident) on the recommendation of his supervisor, Head of the respective University Department and school, Principal / Director of the affiliated college and recognized institution and with the approval of the Dean (Faculties) after s/he has successfully completed two / three semesters of the course work continuously. A student so permitted may submit his dissertation later, provided that in such a case the project work will be completed under the guidance of the supervisor after re-joining on

payment of the prescribed fees. S/he must work for one full year after rejoining on his project work. The dissertation must be submitted within 5 years from the date of his first admission.

6) A student withdrawing himself / herself, under the provisions of Para 5 above, before the prescribed date for submission of dissertation shall not be allowed to submit his dissertation along with regular students of his batch.
7) Students who discontinued their studies without prior permission before completing the First, Second and Third semesters course work, if any, shall be deemed to have abandoned the studies and their names will be struck off the rolls of the University, Schools, affiliated colleges and recognized institutions with effect from the date of absentee from the classes.
8) The semester / year wise tuition fee and other fee shall be declared by the University, Schools, affiliated colleges and recognized institutes from time to time on the web-site. The fee structure shall be as per the guidelines of the University / Government of Maharashtra and updated accordingly from time to time.
9) The Hostel fee shall also be declared on the web-site as per the guidelines of the University / Government of Maharashtra and updated accordingly from time to time.

2.3 MIGRATION

1) (i) A student who has not completed his / her course of study or having completed his / her course of study has not appeared at the examination for which s/he was reading in any other Indian University or in any College under the control of a Board of Secondary and Higher Secondary Education shall not be admitted to the University departments and schools, affiliated colleges and recognized institutions except on production of all the following documents:
   (a) Leaving / Transfer certificate from the Principal of the College or from the Registrar of the University s/he is leaving;
   (b) Certified copies of the report of attendance against his/her name in the register of students of the University or the College concerned.

   (ii) In all cases of migration a certificate is required from the Principal of the College to the effect that s/he has attended a sufficient number of lectures in the subjects offered by him / her at this University in the College or the University from which s/he migrates, so as to enable him / her to complete the course of study prescribed by the University.
2) Applications for migration from one affiliated college and / or recognized institution of the University to another shall only be entertained by the Principal if forwarded by the Principal of the first college and or recognized institution from which migration is sought, and the necessary alteration in the enrolment entries shall only be made in the University Register by the Registrar after obtaining the consent in writing of both Principals.
3) Migration of a student to the University departments and schools, affiliated colleges and recognized institutions in a PG Course of Study other than Engineering and Technology to the Degree Examination under the Faculty of Engineering and Technology shall not be permitted unless the student covers necessary credits in the subjects of Engineering and Technology and has qualified in the required entrance examination.
4) Similarly, above rule (3) applies (with appropriate change of branch) to all other courses of the University like Pharmacy, Architecture, Hotel Management and Catering Technology.

2.4 RE-ADMISSIONTO UNIVERSITY COURSES

1) A student of the University department and schools, affiliated colleges and recognized institutions having failed to pass any examination of the University may be registered for re-admission to the class s/he studied last, at the discretion of the Principal / Director of affiliated college and recognized institution of the University, within the prescribed period of registration. No enrolment fee shall be charged in such cases and a remark in the University register shall be deemed as equivalent to fresh enrolment.
2) If a student's name is struck off the rolls of his college, s/he may be re-admitted to the same class at the discretion of the Principal /Director in the same academic year or within the period of registration, if re-admission is sought in any subsequent year. No enrolment fee shall be charged in such a case and a remark in the University Register shall be deemed as equivalent to fresh enrolment. The term 'college' means the college / institute last attended by the student. No migration to another college will be permitted in this case.
3) Inter-University migration shall not be permitted later than the end of the first term of the second year course.

2.5 ADMISSION FEE, TUITION FEES AND OTHER FEES

1) The admission fee, tuition fee and other fees charged by the University are as prescribed by the Government of Maharashtra
2) The affiliated colleges and institutes shall follow the rules and regulations of the Government of Maharashtra for the different fees to be charged to the students.
3) The University and affiliated colleges shall charge Hostel fees as per the amenities provided to the residents and to cover all the costs of the Hostel operations.
4) The University and Affiliated colleges shall display the exact fees and related charges on the website of the University/colleges. No additional charges, other than those displayed on the website shall be levied on the students.
5) The details of the fees and related charges must be displayed on the website before the admission process begins in each academic year to give appropriate time to the prospective students to take decisions.

O 3 ORDINANCE REGARDING ATTENDANCE AT CLASSES AND PRACTICALS

3.1 General rules of attendance

1) Attendance in all heads of passing (lecturers / tutorials, laboratories, workshops, other academic activities, etc.) in the University departments and schools, affiliated colleges and recognized institutions is mandatory. A student may be debarred from appearing at mid-term and/or semester examination on the grounds of unsatisfactory attendance.
2) The basis for the calculation of the attendance shall be the period prescribed by the University by its calendar of events. For the first semester students, the same is reckoned from the date of admission to the course as per CET allotment.

3.2 Attendance Requirement for UG courses

1) Attendance in all classes (lectures, tutorials, laboratories, workshops, including its academic activities related camps etc.) is compulsory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
2) Each semester is considered as a unit and the candidate has to put in a minimum attendance of 75% in each subject with a provision of condonation of 10% of the attendance by the Vice-Chancellor / Dean (Faculties) on the specific recommendation of the Principal / Director of the affiliated college and recognized institution or Head of the University Department and school where the candidate is studying, showing some reasonable cause such as medical grounds, participation in University / National / International level sports, seminars, workshops etc.
3) If the period of absence is for a short duration (of not more than one week), then application for leave shall have to be submitted to the concerned Head of the University Department and school or Principal / Director of affiliated college and recognized institution stating fully the reasons for the leave requested for along with supporting document (s). The Head of the Department or Principal will grant such leave.
4) Absence for a period not exceeding a week in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Head of the University Department and school or Principal / Director of affiliated college and recognized institution provided he is satisfied with the explanation. A proof for the same needs to be produced for that effect.
5) If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the concerned Head of the University department and school or Principal / Director of affiliated college and recognized institution to the Dean-faculties with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean-Faculties after considering the recommendation of the Head of the Department, if the attendance is above 75%. However, if the attendance is less than 75% but above 60% due to prolonged illness or calamity in the family, condonation may be granted by Dean- Faculties on production of relevant documents, as self-attested copies of the documents and an affidavit that in case of submission of false information s/he will be liable of deregistration from the University department and school, affiliated college and recognized institution course for a period recommended by the Academic Council.
6) The students shall be informed about their attendance position periodically by the colleges on their website so that the students shall be cautioned to make up the shortage. The Principals /

Directors of the affiliated college and recognized institution shall submit the list of students who have been detained for shortage of attendance by the end of the semester to the Jt. Director(examination) or Controller of Examinations with a copy to the Registrar / Dean (Faculties).

Provided, that mere omission by the college to inform the student about the shortage of attendance shall not entitle him / her to appear for examination.

7) In any case if the attendance is less than 60%, for whatever reasons, s/he shall not be permitted to appear for the semester examination for that subject and s/he has to re-register for that course when offered next time.
8) It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
9) A Candidate having shortage of attendance in one or more subjects shall have to repeat the whole semester and such candidates shall not be permitted to take admission to next higher semester. Such students shall take readmission to the same semester in the subsequent academic year.
10) A student must intimate his / her absence to the Rector of the Hostel in which s/he is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.

3.3 Temporary Discontinuation of course

A student, who wishes to temporarily discontinue the course and continue subsequently, has to obtain prior permission from the University by applying through the Principal / Director of his institution. Such students have to take readmission to the same semester/year in the subsequent academic year. However, the candidate shall complete the course once re-admitted.

3.4 Attendance Requirement for PG courses

1) Attendance in all classes will be mandatory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
2) Minimum required attendance in each theory / laboratory course will be 75 % for appearing at the end semester examination. Only in exceptional cases of prolonged illness or a calamity in the family, condonation of shortage of attendance up to 15% (i.e. attendance to be 60% or more) may be granted by the Heads of the Department concerned. In any case if the attendance is less than 60% s/he will not be permitted to appear for the semester examination for that subject and s/he has to re-register for that subject when offered next.
3) A student of M. Tech. program is entitled to avail leave of absence for a total period of maximum 30 days in a calendar year including winter / summer vacation.
4) Any absence over and above the prescribed limit of admissible leave shall entail deduction from the scholarship, if applicable, besides other action as may be decided by the University from time to time.

O 4 ORDINANCE FOR RESIDENCE (IN HOSTEL), CONDUCT AND DISCIPLINE

This Ordinance (s) may be called, "**Ordinance for residence (in hostel), conduct and discipline etc.**" as per section 41(c)-(i) & (iii) and section 99 of the Act and its sub-section. These are applicable to UG, PG, Ph. D., post graduate diplomas and other distinction students as staying on campus of the University. This shall come into force with effect from the date of Chancellor's assent to it.

The rules and regulations, ordinances regarding conduct and discipline, residence (in hostel) for the affiliated college(s) and recognized institution(s) may be decided by the respective authorities of local management body of the organization.

4.1 CONDUCT AND DISCIPLINE IN THE HOSTEL AND CAMPUS

1) The students shall show due respect to the teachers and non-teaching staff of the University (and conducted/affiliated institutes), the Rector / Warden of the hall of Residence / Hostel, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps.
2) Proper courtesy and consideration should be extended by the students to the employees of the University and the Hostels.
3) The students shall also pay due attention and courtesy to visitors to the University and its departments and schools, colleges and hostels.
4) No married accommodation shall be provided to any student. The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
   a) Ragging
   b) Furnishing false statement of any kind in the form of application for admission or for award of scholarship, financial assistance from University or any other sources, recommendation letter etc.
   c) Displaying lack of courtesy and decorum in University, lecture halls, functions etc.
   d) Resorting to indecent behavior anywhere within or outside the campus
   e) Willfully damaging or stealthily removing any property/belongings of the University and conducted institutes / colleges / Hostel or fellow students.
   f) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
   g) Adoption of unfair means in the examinations.
   h) Organizing or participating in any group activity in company with others in or outside the campus without prior written permission of Registrar.
   i) Mutilation or Unauthorized possession of library books.
   j) Resorting to noisy and unseemly behavior.
   k) Disturbing studies of fellow students.
   l) Disturbing the harmony among the students on political, religious or any other basis.
   m) Not intimating his/her absence to the Rector of the Hostel before availing any leave.

   Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the Hall / Hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the University.
5) For an offence committed in a Hostel / Hall of Residence, in the Department or a classroom and elsewhere, the Chief Warden / Rector or the Head of the Department and the Registrar,

respectively, shall have the authority to reprimand or impose fine or take any other suitable measures. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee of the University / College / Institute.

6) All major acts of indiscipline, which may have serious repercussion on the general body of students and /or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee for all UG and PG (B. Tech. and M. Tech.) programs appointed by the Vice-Chancellor / Chairman of College as the case may be.
7) The **Standing Disciplinary Committee** shall consist of the following ex-officio and other members:
    (i) Director – Administration(or Registrar in his absence) or Chairman / Principal of College
    (ii) Dean – Staff and Students Welfare of University/College
    (iii) Chief Rector / Warden
    (iv) One member from faculty, nominated by the Vice-Chancellor / Chairman of College, by rotation for two years.
8) The Head of the University Schools and departments, can make rules in addition to above, on approval of the executive Council for discipline and conduct of the students on their respective Schools and Departments as they may think necessary and supply a copy of the same to each student.
9) The Head of the Affiliated Colleges can make rules, in addition to above, on approval of the Management Council of the college for discipline and conduct of the students on their respective Schools and Departments as they may think necessary and supply a copy of the same to each student.
10) At the time of admission every student shall sign a declaration that he/she submit him/herself to the rules of the University/ College and shall observe and abide by them.
11) The Head of the University School/ Department shall be authorized to take disciplinary action against the students of his department in the University.
12) The Chairperson of the affiliated college is authorized to take disciplinary action against the students of his/er college.
13) The disciplinary action in terms of fines, not exceeding Rs. 300/- per incidence, can be imposed by the disciplinary authority
14) The vice-chancellor may direct expulsion of student for specified period or no admission for a specified period in any department or affiliated college/Institute in the jurisdiction of the University depending on the severity of the indiscipline. Such an expulsion may not exceed a period of five years.
15) The vice -chancellor may direct cancellation of results or withholding of the results of the examination of the student(s) on the basis of indiscipline.

O 5 ORDINANCES FOR UNFAIR MEANS RESORTED IN THE CONDUCT OFEXAMINATIONS

This Ordinance (s) may be called, "**Ordinances for unfair means resorted in the conduct of examinations**," as per section 41(c)-(i) and (ii) of the Act and its sub-section. These are applicable to UG, PG, Ph. D., post graduate diplomas and other distinction students of the University, its departments and schools, affiliated colleges and recognized institutions. This shall come into force with effect from the date of Chancellor's assent to it.

Resorting to malpractices at examinations is a serious behavior against the educational system in general and examination system, in particular. It shows disrespect towards the University, its departments and schools, affiliated colleges and recognized institutions. It de-motivates sincere students. Hence, such cases should be dealt with sternly and the individuals involved should face necessary disciplinary action.

The malpractices at examinations involve any act(s) done by the examinees at the time of examination or after the examination to get enhanced and false credit at the examination by any illegal and immoral acts, such as copying the answers of other candidate/s, unwarranted signaling at the time of examination, carrying prohibited materials along with at the time of actually appearing at the examination, disclosing own identity through the answer book, putting pressure on the examiner/s by different means, etc.

5.1 Malpractices by the Students

1) **Definitions-Unless the context otherwise requires**
    a) "Student" means and includes a person who is enrolled as such by the University for receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
    b) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period and period until the results of the examination are made public.
        (i) Possessing unfair means material and or copying there from.
        (ii) Transcribing any unauthorized material or any other use thereof.
        (iii) Intimidating or using obscene language or threatening or use of violence against invigilator / examiner.
        (iv) Leaving the examination hall without permission of the supervisor.
        (v) Causing disturbances in any manner in the examination proceedings.
        (vi) Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
        (vii) Mutual/Mass copying.
        (viii) Smuggling-out or smuggling-in of answerbooks, supplements, graphs etc either blank or written, as copying material.
        (ix) Smuggling-in/out blank or written answerbooks, supplements, graphs etc and forging signature of the Hall Supervisor thereon.
        (x) Interfering with or counterfeiting of University/ College / Institution / Department seal, or answer books or office stationary used in the examinations.
        (xi) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

(xii) Impersonation at the University examination.

(xiii) Revealing identity in any form in the answer written or in any other part of the answer book, supplements, graphs etc by the student at the University/College / Institution examination.

(xiv) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

c) “Unfair means related to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.

d) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, of body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

e) “Possession of unfair means material by a student” means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination Centre / hall and its environs or premises at any time from the commencement of the examination till its conclusion.

f) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by the supervisor, conductor, member of the vigilance squad or any other person authorized for this purpose in this behalf, even if the unfair means material is not produced as evidence, because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. A report to that effect is submitted by the supervisor or conductor or any other authorized person to the Controller of Examinations or any officer authorized in this behalf.

g) “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.

h) “Custodian” means any person duly authorized by the Controller of Examination, Principal / Director as in-charge of the examinations.

2) General

(i) The Controller of Examinations or Director-Examination of the University Centers shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, and instigating or allowing using unfair means at the University / College / Institute examinations.

(ii) The Controller of Examinations or Director-Examination shall have power at any time to punish such unfair means or breach of the rules by to the extent of exclusion of such a student from any University / College / Institute examination or from any University / College / Institute course or from any Convocation of University / College / Institute affiliated with the University

for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the examination for which the student appeared or by deprivation of any scholarship held by him/her or by cancellation of the award of any prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

(iii) The Director-Academics shall have the power at any time to institute inquiry on receiving a report from the Controller of Examination (CoE) or any functionary regarding malpractices used or lapses committed, including breach of the rules laid down for proper conduct of examination, by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of University / College / Institute examination, and to punish such a person found guilty by disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned, connected with the conduct of examination, from any examination work either permanently or for a specified period or by referring his/her case to the appropriate authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

(iv) On receipt of a report from the Chief Conductor of examinations/ Director-Examination/CoE regarding use of unfair means by any students at any University / College / Institute examination, including breach of any of the rules laid down by the University for proper conduct of examination, the Director-Academics shall call a meeting of the Unfair Means Inquiry Committee (UMIC) appointed by the Academic Council.

(v) On receipt of a report from any functionary or officer regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, including breach of the rules laid down for proper conduct of examination, the Director-Academics shall forward the same to the UMIC for inquiry.

(vi) The Director-Academics shall convene the meeting of the UMIC after the conclusion of examinations as early as possible, preferably within 15 days.

(vii) A case of unfair means having been prima-facie, reported to the CoE/ Director-Examination shall be inquired into by the Unfair Means Inquiry Committee (UMIC).

(viii) Examination Results/s of the student/s involved in such cases shall be held in reserve till the Director-Academics takes a final decision in the matter and the student/s is informed accordingly.

3) Procedure to be followed by the Conductor of Examination

a) During examination, examinees and other students shall be under disciplinary control of the Conductor of Examination.

b) Conductor of Examination shall follow the procedure as under in the case of unfair means:

  (i) The student shall be called upon to surrender to the Conductor of Examination the unfair means material found in his or her possession, if any, and his/her answer book.

  (ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Supervisor concerned and the Conductor of Examination shall also sign on all the relevant materials and documents.

  (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the supervisor shall be recorded in writing by the Conductor of Examination (Annexure –

A,B, and C). If the student refuses to make any statement or to give an undertaking the supervisor and Conductor of Examination shall record accordingly under their signatures.

c) The Conductor of Examination shall take one or more of the following decisions depending upon the seriousness/gravity of the case:
   (i) In the case of impersonation and/or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
   (ii) Obtain an undertaking from the student to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with the examinations.
   (iii) May report the case to the area Police Station as per the provisions of Maharashtra Act No. XXXI 1982 – An Act to provide for preventing mal-practices at University, Board and other specified examinations (Annexure – D).
   (iv) Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked and make the candidate write the paper in a separate room.

d) All the materials and list of material mentioned in sub-clause 3 (a), 3(b) and 3(c) and the undertaking with the statement of the student and that of the supervisor as mentioned in clause no.3(b) and the answer book/s shall be forwarded by the Conductor of Examination, along with his report, to the Controller of Examinations, in a separate and confidential sealed envelope marked "Suspected unfair means case."

e) In case of unfair means of oral type, supervisor or the authorized person shall record the facts in writing and shall report the same to the Controller of Examination.

4) Procedure to be followed by Examiner during Assessment

If the examiner at the time of assessment of an answer books suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, along with the evidence, to the Controller or Examinations, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

5) Appointment of Unfair Means Inquiry Committee (UMIC)

a) In order to investigate and recommend suitable disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of Institute examination at any stage, the Director-Academic through Executive council shall constitute an Unfair Means Inquiry Committee.(as per section 41 clause c(i)

b) The **Unfair Means Inquiry** Committee shall have the following constitution:
   (i) Director- Examination – Chairperson
   (ii) One Senior Professor
   (iii) One Senior Associate Professor
   (iv) One Senior Assistant Professor
   (v) Counselor (if available)

   Provided – (i) one of the members is a lady member; (ii) one of the members is a person belonging to the reserved categories, and (iii) no member belongs to the Examination Committee.

c) The quorum of a meeting of the UMIC shall be the chairperson and two other members.
d) The term of the Committee shall be three years.

e) The UMIC will function as a recommendatory body and submit its recommendations in the form of a report to the Director-Academics, who shall issues final orders with regard to the punitive action to be taken against the person concerned, after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated person in his/her defense, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with guidelines laid down in this behalf.

6. Procedure of Investigation

a) The Controller of Examination or the officer authorized by him/her, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as so why the charge/s leveled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
b) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.
c) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the concerned student.
d) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
e) The Committee should follow the above procedure in the spirit of the principle of natural justice.
f) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take a decision in his/her case in absentia, on the basis of the available / evidence / documents, which shall be binding on the student concerned.
g) The Committee shall submit its report to the Director-Academics along with its recommendations regarding punishment to be inflicted or otherwise.

7. Punishment

a) The Director-Academics, after taking into consideration the report of the Committee, shall pass such orders as he deems fit, including granting the student a benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:
   (i) Annulment of performance of the student in full or in part in the examination s/he has appeared for.
   (ii) Debarring student from appearing for any examination of the University for a stipulated period not exceeding five years.

(iii) Debarring student from taking admission for any course in the University for a stipulated period not exceeding five years.

(iv) Cancellation of the University Scholarship/s, Fellowship/s or award/s or prize or medal etc. awarded to him/her in that examination.

(v) In addition to the above mentioned punishments, the Director-Academics may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as s/he may deem fit.

(vi) As far as possible the quantum of punishment should be as prescribed (category-wise) below in Appendix-A

(vii) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Registrar.

b) The broad categories of unfair means resorted to by students at the University examinations and the quantum of punishment for each category thereof (the examinations referred are University examinations)

Sr. No	**Nature of Malpractice**	**Quantum of Punishment**
1.	Possession of copying material	Annulment of the performance of the student at the examination in full.*
Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. 2 to Sr.12 in addition to the punishment prescribed thereat.		
2.	Actual copying from the copying Material	Exclusion of the student from the examination for one additional examination
3.	Possession of another student's answer book	Exclusion of the student from the examination for one additional examination. (both the students)
4.	Possession of another student's Answer book + actual evidence of copying there from	Exclusion of the student from the examination for two additional examinations (both the students)
5.	Mutual / Mass copying	Exclusion of the students from the examination for two additional examinations
6.	a) Smuggling-out or smuggling-in of answer book as copying material. b) Smuggling-in of written answer book based on the question paper set at the examination. c) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	• Exclusion of the student from the examination for two additional examinations. • Exclusion of the student from the examination for three additional examinations. • Exclusion of the student from the examination for four additional examinations
7.	Attempt to forge the signature of the	Exclusion of the student from the examination for four

	Hall Supervisor on the answer book or supplement	additional examinations
8.	Interfering with or Counterfeiting of University seal, or Answer-books or office stationery used in the examinations	Exclusion of the student from the examination for four additional examinations
9.	Answer book, main or supplement written outside the examination hall or any other insertion in answer book	Exclusion of the student from the examination for four additional examinations
10.	Insertion of currency notes/to bribe or attempting to bribe any or the person/s connected with the conduct of examinations	Exclusion of the student from the examination for four additional examinations
Note:- This money shall be credited to the General fund of the University/ Institute		
11.	Using obscene language/ violence/threat to Supervisors, Conductor or Examiners at the examination centre by a student at the examination	Exclusion of the student from the examination for four additional examinations
12.	Impersonation at the examination	Exclusion of the student from the examination for five additional examinations. (Both the students if impersonator is University student, if the impersonator is a student from any other college or university, the case should be reported to the authority concerned)
13.	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination	Annulment of the performance of the student at the examination in full
14.	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the student at the examination in full
15.	All other malpractices not covered in the aforesaid categories	Annulment of the performance of the student at the University examination in full, and severe punishment depending upon the gravity of the offence

c) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she

shall be dealt with severely. Enhanced-punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination or dismissal from the course.

8. Practical / Dissertation/Project Report Examination

Student involved in malpractices at Practical/Dissertation /Project Report examinations shall be dealt with as per the disciplinary action provided for the theory examination.

The Director–Academics, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

***(Note :-** The Term "Annulment of performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)

5.2 Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees Teachers or any other person connected with the Conduct of Examination

1) **Competent Authority:** The Director-Academics shall be the competent authority to take appropriate disciplinary action against any paper-setter, examiner, moderator, referee, teachers or any other persons connected with the conduct of Institute examination committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s, including breach of the rules laid down for proper conduct of examination at the examinations conducted by the Institute.
2) **Definitions:** Unless the Context Otherwise Requires
   a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examinations by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
   b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination;
      (i) Leakage of question/s or question paper set at the Institute examination before the time of examination.
      (ii) Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
      (iii) Paper-setter omitting question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
      (iv) Examiner / Referee showing negligence in detecting malpractice used by student/s.
      (v) Supervisor/Conductor showing negligence/ apathy in carrying our duties or aiding / abetting / allowing / instigating students to use malpractice/s.
      (vi) Or any other similar act/s and or omission/s which may be considered as malpractices of lapses by the competent authority.
   c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or

undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.

3) **Investigating Committee**

The Committee appointed by the Director–Academics under the provisions of section above, to investigate unfair means resorted to by student/s at the examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of the examinations. In such case(s) Controller of Examination shall also be a compulsory member.

4) **Procedure for Investigation**

a. The cases of alleged used or unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to any functionary or officer of the Institute shall be forwarded to the Director-Examinations, who will scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the Unfair Means Inquiry Committee for further investigation.

b. The Director-Examinations or the officer authorized by him/her in this behalf, shall inform the implicated person in writing of the act of malpractices used and or lapses committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.

c. The person concerned shall be asked to appear before the Inquiry Committee on day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee.

d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if s/he presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.

e. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.

f. The Committee should follow the above procedure in the spirit of principle of natural justice.

g. If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting s/he shall be given one more opportunity to appear before the committee in his/her defense. Even after offering two chances, if the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned person.

h. The Committee shall submit its report to the Director–Academics along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

5) **Punishment**

(i) The Director-Academics, after taking into consideration the report of the Committee, shall pass such orders as he/she deems fit, including granting the implicated person a benefit of

doubt, issuing warning or exonerating him/her from the charge/s, and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

a) Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.
b) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Director may impose on such a person additional punishment / penalty as it may deem fit.
c) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
d) The Director-Examinations shall inform the person concerned of the decision taken in his/her case and the punishment imposed on him/her.
e) The Director-Academics shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.
f) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
g) As far as possible the quantum of punishment should be prescribed category-wise as given in (b) below :-

(ii) Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Examinations.

Sr.	Nature of Malpractice	Quantum of Punishment
1.	Paper – setter found responsible for leakage of a question set in the examinations whether intentionally or due to the negligence before the time of examination	Disqualification from any further examination work + disciplinary action by concerned authorities
2.	Leakage of question / question paper set in the examination before the time of examination by any person/s connected with the conduct of the examination	Disciplinary action against the guilty/ responsible person/s
3.	Favoring a student (examinee) by examiner, moderator, and referee in assessment of answer books / dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the examination	Disqualification from any examination work + disciplinary action by the concerned authorities
4.	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books /	Disqualification from any examination work +disciplinary action by the

	dissertation / project work, the marks to which the student is entitled to at the examinations	concerned authorities
5.	Paper-setter omitting question/ repeating same question/s in the same paper or successive examinations/s, /asking faulty or misleading question/s or any other lapse which will put students to inconvenience at the time of finalization of question paper set	Disqualification from any examination work for a period of three years
6.	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for period of three years
7.	While assessing answer book examiner showing negligence in detecting malpractices used by the student/s	As decided by the authorities of the University
8.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	As decided by the authorities of the University
9.	Supervisor / Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before the prescribed time)	As decided by the authorities of the University
10.	Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty	Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University or college employee/student
11.	Supervisor helping student (examinee) in mass-copying while on examination duty	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is University employee/student
12	Deliberate delay in submission of question paper	Disqualification from exam duty for one year on the first instance, disqualification for three years + Fine and record on service book on the second instance
13	Deliberate delay in submission of answer-books or marks that delays declaration of	Disqualification from exam duty for one year on the first instance,

	results of the examination	disqualification for five years +fine and record on service book on the second instance.

(iii) The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person if declared guilty by the UMIC.

(iv) The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act. No. XXXI of 1982 (Annexure-D).

5.3 Miscellaneous

(i) **Malpractices at Practical Tests:** Any act of malpractice, such as copying the results, bringing samples from outside, stealing the samples of other candidate, manipulations, etc. possible at Practical examinations shall be handled by the respective examiners only and such cases shall be recorded separately and reported to the CoE.

(ii) No action shall be taken against cases of malpractices done during the examination and reported after the examination or cases of copying reported after the declaration of the result of the examination.

(iii) In the case of copying by a large proportion of the students in a block or a class, i.e. more than 20% of the candidates appearing in the block or from a class, the UMIC may recommend re-examination in the subject concerned.

(iv) The candidate affected by the action taken by the malpractices committee shall be free to approach the Appellate Committee, provided an appeal is made within eight days of the reporting of the decision of the Director- Academics to the candidate. In such a case the candidate should apply for the same to the Registrar and request to withhold the action.

(v) **Malpractices at Seminar reports**: Any act of malpractice of copying previous seminar reports, plagiarism of text and data from open literature and published or unpublished work of others without permission, verbatim copy of paragraphs from other reports and from net, outsourcing the work from other agencies shall attract punishment of resubmission of the report on the first instance, but fine and suspension for at least one year from the course in the second instance. If the candidate is found to be indulging in the practice on regular basis, he may be asked to leave the program for period of five years, if found guilty of offence on the third instance.

(vi) **Malpractices at Industrial training and Project reports**: Any act of malpractice of copying previous reports, plagiarism of text and data from open literature and published or unpublished work of others without permission, verbatim copy of paragraphs from other reports and from net, outsourcing the work from other agencies shall attract punishment of resubmission of the report on the first instance, but fine and suspension for at least one year from the course in the second instance. If the candidate is found to be indulging in the practice on regular basis, he may be asked to leave the program for period of five years, if found guilty of offence on the third instance.

(vii) The candidate’s degree can be withdrawn, even at later stage, if the candidate is found to have passed the examination by fraudulent means, including plagiarism, influencing examiners by ANY means and outsourcing any of his academic activity to other agencies.

Annexure-A

Dr. Babasaheb Ambedkar Technological University

Statement of the candidate who is alleged to have used Unfair Means at the Institute Examination

Name in Full : ____

Address : ____

____

____

Examination : ______________________________________

Paper No. & Subject :_________________________________

Seat No. : __________________________________

To

The Controller of Examinations

Dr. Babasaheb Ambedkar Technological University

Respected Sir,

I appeared at the above referred examination held on ______________________ in hall No. _____________________. I give my statement as follows:

Place:

Date& Time : Signature of the Candidate

Annexure-B
Dr. Babasaheb Ambedkar Technological University
FORM OF UNDERTAKING

Full Name of the Candidate: ______________________________________
Permanent / Local Address: ______________________________________

To
The Controller of Examinations,
Dr. Babasaheb Ambedkar Technological University

Respected Sir,
I, the undersigned, a candidate appearing for __________________________ Examination in the subject of _______________________on (day & time) _______________ do hereby state, on solemn affirmation as under:

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University. That in spite of the registration of a case of Unfair Means against me, I request the authorities of the University to allow me to appear in the present paper and the papers to be set subsequently and/or at the Examination to be held hereafter.

In case my request is granted, I do herby agree that my appearance in the examination will be provisional and subject to the decision of the authorities of the University in the matter of disposal of the case of alleged use of Unfair Means referred to above. I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness whereof I set my hand to this undertaking

Signature and Name of the Candidate

Before me (Hall supervisor):
Date: ________________

Conductor of the Examination
Date: _________________

Annexure-C

Dr. Babasaheb Ambedkar Technological University

<u>Report of the Supervisor/Conductor of Examination</u>

Block No. :
Examination :
Subject :
Date :

To
The Controller of Examinations,
Dr. Babasaheb Ambedkar Technological University

Sir

I, the undersigned, Hall Supervisor appointed on the above-mentioned Block at the _______________________________examination, am hereby submitting a report against Candidate No. ______ Shri. / Kum. ____ at the examination, as follows:

Day and Date of the event:

Time of the paper: Time of the event:

Description:

Yours faithfully,

(Hall Supervisor)

Date:
Time:
Name & Address of the Hall Supervisor

____

____

On the basis of the report made by the Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. ______________ and therefore the case is being forwarded to the Controller of Examination for investigation.

Remarks any:

Signature of Conductor of Examination
Name :
Date :

Enclosures:
(N.B.: Enclose a copy of the relevant question paper)

Annexure-D

Dr. Babasaheb Ambedkar Technological University

PROFORMA FOR LODGING A POLICE COMPLAINT

The Inspector/Sub-Inspector,

Sub: - Complaint against the student for the alleged use of Unfair Means at the ____ examination held in the _________________________.

Sir,

I have been authorized by the Dean – Academics / Controller of Examination (CoE) of **Dr. Babasaheb Ambedkar Technological University** to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

1. Name of the Student :
2. Examination Seat No. :
3. Name of the Subject, :
4. Date and Time
5. Name of the Hall Supervisor : Who detected the case
6. Nature of the offence :
7. Material found with the Candidate :
8. Other Information if any in : Connection with the case

According to Section '7' of the Maharashtra Act XXXI of 1982 –An Act to provide for preventing malpractices at University / College / Institution and other specified examinations, Shri / Kum. ____ has committed the offence at the ______________________ examination and therefore I lodge a complaint against him/her with the Police Station.

Yours faithfully,

(Custodian-signature with official seal)

PROFORMA 'B'

Proforma for submission of the Information regarding prosecution of Candidates appeared at the University Examinations

Center No.	Examination	Name and Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising	Name of the Person who detected the malpractice	Signature of the Hall Supervisor	Signature of the conductor of examination	Remarks
1	2	3	4	5	6	7	9	10

O 6 ORDINANCE FOR QUALIFICATIONS AND APPOINTMENT OF TEACHERS

This Ordinance (s) may be called, "**Ordinance for the qualifications and classification of teachers in University departments, schools, affiliated colleges, and recognized institutions**" as per section 41(d) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.
The qualifications and classification of teachers in the University departments, schools, affiliated colleges and recognized institution shall be as per appointment guidelines of the Government of Maharashtra as declared and restructured from time to time.

6.1INTRODUCTION

The reputation of a University depends mainly on the quality of the faculty members. The success of the University is decided by scholarly contributions of its faculty members in teaching, research, consultancy, and service to Industry and society. Hence, induction of quality faculty members in the University is very crucial. The procedure of appointment should be of high standard, transparent, appropriate, objective and effective.
The present Ordinance has been also framed on the basis of the minimum qualifications prescribed by the AICTE/UGC for various posts and the relevant G.R. of the Government of Maharashtra. Wherever required efforts have been made to make the rules as objective as possible.

6.A

Minimum Qualification for Recruitments Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)

(a) Engineering / Technology B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.
(b) Management Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/C.A./ ICWA/M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.
(c) Pharmacy B. Pharm. and M. Pharm / Pharm. D. in the relevant specialization with First Class or equivalent in any one of the two degrees. Regarding Pharm. D guideline will be issued as per
(d) MCA B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees. OR B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees. OR Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.
(e) Hotel Management and Catering Technology Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees. OR Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.
(f) Architecture B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession. OR B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

(g) Town Planning Bachelor's degree in Architecture/Planning/Civil Engineering or Master's degree in Geography / Economics/Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

(h) Design Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent AND Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design /New Media Studies/Design Government Resolution No.: सावेआ – 1111/प्र.क्र./44/19/तां.शि.2 Page 10 of 38 Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design. AND Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) Fine Arts Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) Qualifications for Faculties in Science and Humanities: The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time. Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)

i) For Direct Recruitment

a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND

b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals. AND

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

Note: In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

Qualifications for Professor (Level – 14, Entry Pay 144200/-)

Direct Recruitment

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years

shall be at a post equivalent to that of an Associate Professor.

AND

c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.

OR

c. At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.

6.B

Minimum Qualifications for Direct Recruitment as Lecturer in Diploma Level Institutions Direct recruitment on the post of lecturer shall be made at two different levels of pay in diploma level institutions based on the qualifications of the candidate at the time of application.

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment, screening and promotions for the faculty members are as follows.

For Direct Recruitment of Lecturer (Level – 9A, Entry Pay 56,100/-) Those possessing a minimum of 4-year Bachelor's degree shall be placed in Level 9A at entry pay of Rs.56,100/-

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(a) Engineering / Technology B. E. / B. Tech. / B. S. in relevant discipline with First Class or equivalent.

(b) Pharmacy B. Pharm. with First Class or equivalent. Pharm. D guideline will be issued as

(c) Hotel Management and Catering Technology A minimum 4-year Bachelor's Degree in HMCT with First Class or equivalent.

(d) Architecture B.Arch. or a 4-year Degree in an allied field with First Class or equivalent.

(e) Fine Arts Bachelor's degree in appropriate discipline of Fine Arts (Applied Arts, Painting and Sculpture) or equivalent with First Class or equivalent.

(f) Design Bachelor's degree in design or a minimum 4-year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First Class or equivalent

(g) Sciences and Humanities Master's degree in appropriate subject with First Class or equivalent at Bachelor's or Master's level.

For Direct Recruitment of Lecturer (Level – 10, Entry Pay 57,700/-)

(a) For Technical Disciplines Bachelor's and Master's Degrees in relevant disciplines with First Class in either of the two at the time of selection.

(b) For Sciences and Humanities A Master's degree with First Class or equivalent in a relevant

subject and, must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.

Minimum Qualifications for Head of the Department (Level – 13A1, Entry Pay 131400/-)

For Direct Recruitment Ph. D. in relevant field and First Class at Bachelor’s or Master’s level in the relevant discipline; minimum of 12 years of experience in Teaching/ Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Lecturer (Selection Grade-I).

OR

Bachelor’s and Master’s Degree in relevant discipline with minimum of 15 years of experience in Teaching / Research / Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade - II).

Qualifications for Principal (Level – 13A1, Entry Pay 131400/- with the special allowance of Rs. 4500/- per month)

Direct Recruitment Ph.D. and First Class at either Bachelor’s or Master’s level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry, out of which at least 3 years shall be post Ph.D. experience and 5 years of experience not below the level of HoD. OR Bachelor’s and Master’s Degrees in relevant disciplines with First Class in either of the two and minimum of 20 years of experience in Teaching / Research/ Industry, out of which 5 years of experience not below the level of HoD.

6.C

Screening and Selection Criteria for Various Teaching Positions

The details of various stages and points/score to be assigned for various components/criteriafor recruitment to various teaching positions is given in Table A below:

Table A: Weightages of different criteria/components for recruitment to various teaching positions

Stage	Description of the Stage	Screening/Selection Components	Assistant Professor	Associate Professor	Professor
1	Shortlisting/Screening	Basic Academic Score	100	Actual	Actual
2	Interview Process	Assessment of teaching skills (presentation assess teaching skills in class and ability to take online classes computer)	10	10	10
		Interview	40	40	40
		Total	150	50	50

Table B: Assessment Methodology for calculation of Academic Score for the post of Assistant Professor

S.N.	Academic Record	Score			
1.	Graduation	80% &above = 15	60% to less than 80% =13	55% to less than 60%=10	45% to less than 55% =05
2.	Post-Graduation	80% &above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% =20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications:: 3 marks for each journal paper published in SCI/ ESCI/ SCIE ; 01 mark for each journal paper published in SCOPUS; UGC C are for Journals for Humanities (02	10			

	marks for each journal paper	
7.	Research Projects/*Patents /Technology Transfer (3 marks for each patent grant/project/technology y transfer)	15
8.	Awards	
	International / National Level (Awards given by International Organizations/ Government of India / Government of India Recognized National Level Bodies)	03
	State-Level (Awards by State Government)	02

Table C: Methodology for calculation of API / Research Score: Associate Professor and Professor

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering /Technology	Faculty of Humanities/Social Sciences/Pharmacy/ Architecture
1.	Research Papers: ➢ In SCI/ESCI/SCIE Journals- 03 Marks each ➢ In SCOPUS Journals-01 Marks each ➢ In UGC Care List(only for Humanities Disciplines)-03 marks each	20	20
2.	Publications (other than Research papers)		
	(a) Books authored which are published by-		
	International publishers (Maximum 01)	15	15
	National Publishers	05	05
	Chapter in Edited Book	03	03
	Editor of Book by International Publisher (Maximum 02)	15	15
	Editor of Book by National Publisher	05	05
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	10	10
\	(c) AICTE Model Curriculum Development		

	Book Chapter-02 per chapter	06	06
	Book	20	20
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and Courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	10	10
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	07	07
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper /e-book	05	05
4.	(a) Research Guidance Ph.D.	05 per degree awarded	05 per degree awarded
	(b) Research Projects Completed		
	More than 10 lacs	03	03
	Less than 10 lacs	02	01
	(c) Research Projects Ongoing:		
	More than 10 lacs	03	03
	Less than 10 lacs	02	01
	(d) Consultancy work	03	03
5	(a) Patents	05	05

	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	**Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)-01 per paper	04	04
	International (within country)-01 per paper	04	04

Note:

a) M.Phil.+Ph.D.: Maximum - 30Marks
b) JRF/NET/SET Maximum - 07Marks
c) In Awards category Maximum - 05Marks
d) As per the notification of UGCNo.F.1-1/2018 (Journals-CARE) dated 14-01-2019, the quality of the Journals is considered.
e) Assessment must be based on evidence produced by the candidate such as: copies of publications, project sanction letters, utilization and completion certificates issued by the University and acknowledgments for granting of the patents, students' Ph.D. award notifications issued by the competent authorities
f) A minimum API/Research Score of Seventy-five (75) for an Associate Professor and One Hundred Twenty (120) for a Professor are required).
g) Patents claimed must be awarded as per the provisions of section 39 of the Indian patents act 1970
h) For paper publication:
   - Two authors: 70% of the total value of publication for each author.
   - More than two authors: 70% of the total value of publication for the First/Principal/Corresponding author and 30% of the total value of publication for each of the joint authors.
i) Joint Projects: Principal Investigator: 70% and Co-investigator would get 30% each.
j) Paper presented if part of an edited book or proceeding then it can be claimed only once.
k) **For the purpose of calculating the research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
l) The research score shall be from a minimum of three categories out of six categories.

6.D

1. Advertisement for direct recruitment

(a) Every Academic/ teaching post in the University Departments, to be filled by duly Selection process, by the Registrar, according to the draft approved by the competent authority as per the University norms through proper advertisement.

(b) A rolling advertisement of the vacant posts as well as those about to fall vacant in near future may be kept on the website of the University Department and the applications may be solicited throughout the year.

(c) Each advertisement should give the following details:

1. Titles and numbers of the vacant posts.
2. Subject/specialization essential as per the requirement of the University Department
3. Essential Qualification
4. Scale of Pay.
5. Age limits, if any. The date for determining the age limit shall be the last date for receipt of applications, as given in the advertisement.
6. Number of posts reserved for SC/ST/DT-NT/OBC/SBC etc.
7. Mode of receiving and submission of the application forms.

(d) Suitable instructions to the candidates should be given in the detailed advertisement.

(e) While advertising the posts, necessary provisions shall be made for the reservation of posts in favor of the backward classes and Weaker Sectors of the Society, in accordance with the Government norms.

(f) A detailed advertisement document containing a set of prescribed number of application forms and a detailed advertisement shall be sold to the candidates at the prescribed application fee. The document may be kept on the website as well in a downloadable form and the downloaded form will be received with the appropriate fee.

2. Scrutiny Committee for the posts of teachers in the in-University Schools / Departments/ University Institutions/Conducted Colleges for direct recruitment

(1) There shall be a Scrutiny Committee to scrutinize the applications received for the post of

Academic/ teaching to be appointed in the University Departments /Conducted Colleges /Institutions

(2) The Scrutiny Committee as per University Statutes S 9.20 for each subject shall be constituted by the Vice-Chancellor as per the University norms and shall consist of the following members namely:-

a) Dean of the Faculty or in his absence, other Dean nominated by the Vice-Chancellor, Chairman

b) Director of the School or Head of Department concerned.

c) Senior Professor in the University Departments

d) A Professor from the reserved category from the University Departments

e) Registrar - Member Secretary.

Provided that, if there is no Head of Department in the subject concerned, the senior most teacher in the subject in the Department concerned shall be nominated by the Vice- Chancellor; Provided further that if there is no teacher in the subject concerned in the Department/ Institution /School, the Head of Department /Senior teacher of other Department shall be nominated by the Vice-Chancellor;

Provided further that, if any of the members above is himself a candidate, the Vice- Chancellor shall nominate a senior teacher from the Department or from any other Department.

3. Task of Scrutiny Committee as per the University Statutes S 9.21

(1) The Scrutiny Committee shall scrutinize all the applications received with respect to the prescribed eligibility criteria

(2) API Score shall be evaluated and validated as per the norms prescribed by the Regulatory bodies (UGC/AICTE), GoM and as per University Statutes S 9.18 API Verification Committee. The API score will be submitted to the scrutiny committee for further process

(3) The member secretary of the Scrutiny Committee shall prepare detailed summary report of the scrutiny committee in the prescribed proforma for keeping it before the Selection Committee.

(4) When the number of eligible candidates is large, the Scrutiny Committee may short list and recommend the names of the candidates to be called for interview on the basis of merit in the proportion of 1:30 for Assistant Professor Posts.

(5) For the post of Assistant Professor merit should be adjudged on the basis of Academic Record and Research Performance (Screening and Selection Criteria Table B) by Screening committee.

(6) For the post of Associate Professor/ Professor, the merit should be adjudged on the basis of Academic API, Research Performance, Industrial contribution, and quality of research publications (Screening and Selection Criteria Table C) by API committee.

4. Selection Procedure for Teachers as per the University Act, Statutes S 9.22, S 9.23, S 9.25 and UGC/AICTE/GoM norms

(1) The overall selection procedure should be transparent, objective and credible and based on assessment of the merit and credentials of the applicants based on weightages given to the performance of the candidates in different relevant fields.

(2) The selection committee shall interview the candidates and adjudge the merit of each candidate.

(3) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co-curricular, extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate may give the presentation before the Selection Committee.

(4) A written test may be conducted based on the domain knowledge for initial short-listing of the applicants for the post of Assistant Professor.

(5) For the post of Associate Professor/ Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, quality of research papers, patents, research projects, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate will make a presentation.

(6) The interview process may be audio-video recorded which may be preserved for the period of ninety days.

(7) Evaluation of the performance of the candidates shall be based on the average scores given by the Selection Committee members.

(8) After the interviews are over, the Selection Committee shall take the total of the scores obtained for various parameters and shall prepare the merit list of the interviewed candidates.

(9) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.

(10) The Selection Committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s).

(11) The Selection Committee shall record the minutes and shall make recommendations on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting, immediately on completion of interviews of all candidates for a post.

(12) On acceptance of the recommendations of the Selection committee by the Competent Authority, the appointment order shall be given to the selected candidate(s) in the format prescribed by the University. Such appointment order shall be sent by the Registered Post. A reasonable time not less than fifteen days shall be given to the candidate to join his duties.

Selection Process (in detail) University Statutes S 9.25

(1) The selection procedure shall be conducted in two steps on two consecutive days:

Step 1: Seminar presentation at the Department concerned. The respective HOD will be the Chairman and other faculty members will be members. The report of the performance of the candidates will be forwarded by the Head to the Registrar.

Step 2: Personal interview to be conducted by the Selection Committee.

a. Fixing the date of the Selection Committee meeting: The dates of the meetings of the Committees to conduct Step 1 and Step 2 shall be fixed so as to allow a notice of at least of twenty one days of such meeting, being given to each candidate; and the summary of the credentials of each candidate shall be sent to each member of the Selection Committee so as to reach him at least fifteen days before the date of the Selection Committee Meeting.

b. Evaluation of the performance of the candidates during the interview:

(a) Normally, the Selection Committee shall interview the candidates and adjudge the merit of the candidate by asking him/her questions based on his subject, specialization, Research work, Research Projects, future plans, and general knowledge. The Selection Committee shall also take into account the potential, personality, and the communication skills of the candidate.

(b) After the interviews are over, the Selection Committee will take into accounts the performance of the candidates in the Seminar and interviews and prepare a merit list, and make suitable recommendations.

(2) Appointment

(a) The recommendations of the Selection Committee shall be forwarded to the EC for approval.

(b) The Registrar shall issue the appointment orders on approval from EC, by providing the appointee the service conditions, and taking the necessary undertaking/agreement from the appointee.

(c) For a person to be appointed on a permanent post, 15 days should be given from the date of the appointment letter to send the acceptance of the offer and the offer should be valid for a period of 4 months from the date of the appointment letter.

(d) The appointee at the time of joining should submit all original certificates needed for verification; with two copies of each. He/she should also submit the following documents

(i) Discharge/No objection certificate from the previous employer, if applicable.

(ii) Medical certificate

(iii) Two passport size recent photographs.

(iv) Contract form on a Rs. 100 stamp paper.

(v) Joining letter

5. Selection Committee for direct recruitment of teachers in University Schools / University Departments (under Section 68 of the Act)

(1) The constitution of Selection Committee for direct recruitment of teachers in University Schools / University Departments/ Conducted Colleges/ University Institutes shall be as per Section 68 of the Act such that

(1) **Selection committee:**

(a) In the case of all the Academic Staff, the Selection Committee shall consist of:

(i) Vice-Chancellor - Chairperson

(ii) One person nominated by the Chancellor

(iii) One Representative of All India Council For Technical Education

(iv) One Representative of Directorate of Technical Education, Government of Maharashtra

(v) 3 Members - Three Experts, nominated by the Executive Council

(vi) 1 Member – A Professor from Reserved Category–Chancellor's Nominee

(vii) 1 Member -Head of the Department concerned

(viii) Dean- Academics

(ix) Registrar - Secretary

(b) The selection committees shall be constituted by the Vice-Chancellor.

(c) For each post there shall be a separate selection committee.

(d) For the Senior Librarian and Librarian posts the member at a(vii) shall be the Chairman of the Library Committee.

(e) In case in any committee the HOD and Dean is the same person, the Vice Chancellor shall appoint any senior Professor at one of the two positions.

(f) The panel of minimum of six experts per position shall be prepared by a committee

comprising of the respective HOD, Deans, AC and approved by the EC. The Vice Chancellor shall invite three experts from this list for each selection meeting. Such a panel shall remain valid for a period of five years; provided that any change required in the panel of experts should be approved by the Vice-Chancellor.

(g) The Head, referred to at a(vii) shall be at the level of Professor in the Department concerned. If such a person is not available, the Vice-Chancellor shall appoint any other senior Professor in his/her place.

(h) The quorum of the meeting shall be five including the Vice-Chancellor, EC nominee, a representative of reserved category, and at least two experts at a(v).

(i) A Selection Committee once constituted shall be eligible to exercise its functions in relation to that post for a period of five years from the date of approval by the EC

6. Professor Emeritus/ Emeritus Fellow/ Adjunct Professor

Major requirements to be fulfilled by this category are as follows:

(1) Professor Emeritus

Essential: (i) Professor retired from the same Institution or from an Institution of similar / higher standing or Industry with research and development centers

(ii) Age < 65 years, on the date of consideration.

Desirable: (i) Outstanding contributions to research work, continuing education and / or industrial consultancy as indicated by number of publications or patents in the immediate past five years;

(ii) Keen interest in developing new and emerging areas at the Institution.

The Professor Emeritus may be paid a consolidated honorarium as approved by simple majority by Executive Council either in its meeting or by circular resolution.

(2) Emeritus Fellow

Essential: (i) Professor / Associate Professor retired from the same Institution or from an Institution of similar / higher standing or Industry with research and development centers

(ii) Age < 65 years, on the date of consideration.

Desirable: (i) Outstanding contributions to research work, continuing education and / or industrial consultancy as indicated by number of publications or patents in the immediate past five years;

(ii) interest in developing new and emerging areas at the Institution

(iii) Keen interest in launching new courses and / or preparing learning materials in new and emerging areas.

The Emeritus Fellow may be paid a consolidated honorarium as approved by simple majority by Executive Council either in its meeting or by circular resolution

(3) Adjunct Professor

Essential: (i) Senior Executive /Manager /Scientist from industry or R & D Laboratories with a minimum industrial / research experience of 5 years

(ii) Age < 65 years, on the date of consideration.

Desirable: (i) Experience in human resource development, project guidance and/or developmental activities

(ii) Keen interest in teaching, research and academic functions.

i. The University departments and schools, affiliated colleges and recognized institutions shall follow the procedure prescribed by AICTE for appointment of Adjunct Professors.

ii. The appointment of the adjunct faculty shall be not given for a term of more than three years, extendable only on satisfactory performance and feedback from students.

iii. The appointment of an Adjunct faculty can be terminated by giving a notice of three months on unsatisfactory performance of the adjunct faculty members.

iv. The adjunct professor shall be paid an honorarium as approved by simple majority by Executive Council either in its meeting or by circular resolution

(4) Visiting Professor

Essential: (i) Senior Executive /Manager /Scientist from industry or R & D Laboratories with a minimum industrial / research experience of 5 years

(ii) Age < 65 years, on the date of consideration.

Desirable: (i) Experience in human resource development, project guidance and/or developmental activities

(ii) Keen interest in teaching, research and academic functions.

The appointment of the visiting faculty shall be not given for a term of more than one year, extendable only on satisfactory performance and feedback from students. The appointment of a visiting faculty can be terminated by giving a notice of three months on unsatisfactory performance.

The visiting professor shall be paid an honorarium per visit as approved by simple majority by Executive Council either in its meeting or by circular resolution.

O 7 ORDINANCE FOR APPOINTMENT AND DUTIES OF EXAMINERS

This Ordinance (s) may be called, **“Ordinance for the appointment and duties of examiners”** as per section 41(e) of the Act. This shall come into force with effect from the date of Chancellor’s assent to it.

O 7.1 APPOINTMENT OF EXAMINERS

1. The University shall have a Controller of Examination at the Main Centre with the responsibility of conducting the examination at all Centres of the University. He shall be appointed by a Committee of (i) Vice-Chancellor, (ii) One member nominated each by Executive Council and Academic Council (iii) one member from Chairman of Boards of Studies by rotation and the Registrar. The Registrar shall be secretary of the Committee.
2. No person can claim appointment as paper-setter/examiner/moderator or any other examination work as a matter of right.
3. The Examiners in different subjects at various undergraduate examinations as well as certificate and diploma examinations to be conducted by the University will be appointed by the Examiners Appointment Committee.
4. An Examiners Appointment Committee shall be constituted every year for University / school for the purpose of preparing lists of persons for appointment as University examiners.
5. The Examiners Appointment Committee shall prepare list from amongst persons included in panels to be prepared by the Board of Studies, and shall submit them for approval to the Executive Council, Provided the Committee may, after recording its reasons in writing, include the names of the persons in such lists when, even if, those names are not included in the panel prepared by the Board of Studies
6. Executive Council shall then appoint the examiners:
   Provided further that, no change in the lists shall be suggested or made by the Executive Council except by passing a resolution stating the specific ground on which each change suggested or made is based
7. No member of the Executive Council or of the committee shall be appointed as examiner except by a resolution of the Executive Council passed by a majority of two-thirds of the members present at the meeting
8. The Examiners Appointment Committee shall consist of the following members

Sr. No	Qualification	Position
1	Vice–Chancellor,	Chairman;
2	Head of concerned University Department/ School;	Member
3	Two Members, nominated by Executive Council;	Member
4	One member, nominated by Academic Council;	Member
5	One member, nominated by the Planning and Evaluation (Monitoring) Board	Member
6	Chairman of the Board of Studies in the particular subject.	Member, Secretary

9. The Controller of Examination/ Director-Examinations shall send invitations for the meeting of the respective Committees at least 45 days prior to the commencement of the examinations at respective

regional Centres and sub-regional centres, and with a notice of at least 7 clear days for suggestion of examiners on the panel of examiners

10. The Heads of University Departments and Schools, Principals / Directors of affiliated colleges and recognized institutions will suggest / recommend the names of the examiners, by taking into account the teachers who taught the subjects and their expertise.
11. No teacher shall be appointed as an examiner for an examination for which his/her spouse or blood relation is appearing.
12. Wherever, more than one examiner needs to be appointed, one of them shall be designated as a Senior Examiner, who will coordinate the work with the office with respect to setting of question paper/submission of marks.
13. The appointment letters in the prescribed format (format enclosed) should reach the examiners at least one month before the commencement of the examination. There should be a clear gap of at least 15 days given for submission of the question papers.
14. In the case of appointment of examiners for the practical examination, the appointment letter or email shall be sent at least 03 weeks before the commencement of the respective examination.
15. The appointment letter or email from the Director-Examinations shall accompany the following – (i) Time table of the examination concerned (ii) Regulations pertaining to paper setting/assessment (iii) The relevant question paper/s of at least one previous examination (iv) Blank papers/Format for preparing the question papers (v) Blank mark-list/ Format (vi) Remuneration form (vii) Appropriate number of envelopes to submit the questions papers either hard copies or soft copies as attachment with the email.
16. The University may develop alternatively a portal for online submission of the question paper, online evaluation and submission of marks for the examiners.
17. The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
18. The college principals shall ensure that the teachers are available as paper setter and examiner
19. The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
20. The paper setters may be called for proof reading, if required, when the question paper is composed. The paper setter shall submit the copy of paper set by him / her in ready to print format as per instruction of CoE and submit the same to CoE in sealed envelope along-with the solution for the same.
21. In case of any emergency, the Director-Academics will take suitable decision, in consultation with appropriate functionary/functionaries.
22. If, for any reason, any examiner is unable to accept the examiner-ship and fresh appointment cannot be made in time by the Executive Council, the Vice-Chancellor shall appoint another examiner and report such appointment to the Executive Council.

O 7.2 INSTRUCTIONS TO THE PAPER SETTERS

Examination of students, after a stipulated portion of the syllabus is taught, is one of the important parts of the teaching-learning process. Hence, it should be executed with due seriousness,

confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination lead to lowering of the morale of good students and undermines the prestige and integrity of the examination system.

The following rules are set on this background.

1. Paper setters at various semester examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.
2. While framing a question paper the following points should be considered:
   a) The questions set should be from the prescribed syllabus only.
   b) The paper should cover the whole of the prescribed syllabus.
   c) The question should be worded with no ambiguity.
   d) There should be a reasonably wide choice of questions to be answered.
   e) The question paper should be such that a well-prepared student should be in a position to answer all the questions.
   f) Main questions and sub-questions will be marked separately.
   g) Only integral marks shall be assigned to each question and sub-question.
3. Though the examiners are given freedom to have suitable format of the question paper, there should be enough number of questions with reasonable mark distribution, and in no case should there be very few questions, each with high marks.
4. The questions should be properly distributed in the Sections. A single question which requires long verbose answer and having more than six marks shall be avoided as far as possible.
5. The paper setters should avoid repetition of questions, as far as possible. Repetition of entire question paper or a Section of a question paper or a set of questions shall be viewed seriously and suitable disciplinary action shall be taken.
6. The Instructions to the candidates should be given at the beginning of the question paper. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.
7. When a paper is composed of more than one section, specific instructions should be given to that effect. Section number should be written above the question with which the respective section begins.
8. The question numbers and sub-question numbers should be suitably written on the left hand side, while the marks assigned to them should be written on the right hand side in round brackets.
9. If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question and word “OR” should be written between them.
10. Whenever there is more than one paper setter for one subject head, one of them shall be designated as the Senior Paper Setter and it will be the duty of the Senior Paper Setter to put the entire paper in proper format and submit the paper to the office:
    a. Provided it will be the joint responsibility of all the paper setters to prepare the question paper;
    b. Provided further that the responsibility regarding the content of the questions shall rest on the actual person setting the respective questions.

11. Sudden change of a drastic nature in the pattern of a question paper as well as in the nature of the questions set shall be avoided.
12. The numerical data required to solve problems should be given in the paper itself. Physical quantities shall be given in *SI-units* only and only the standard abbreviations shall be used.
13. Sketches, figures, tables, and other details which form part of the question paper should be submitted separately. The sketches and figures should be drawn in black ink only and should be easy for reproduction. Rough pencil sketches shall not be accepted.
14. The senior paper setter should inform to the CoE or Director-Examination, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc.
15. The numerical questions should be set by taking into account the fact that the students are allowed to use non-programmable calculators.
16. The senior paper setter shall submit *three* different sets of question papers (and not copies) for each subject head, as indicated in the appointment letter, each in a separate envelope, properly sealed, on or before the due date, normally two weeks in advance of the examination or upload on the University portal in prescribed format.
17. The details of the examination shall be written on the envelope, such as Examination, Semester, Month and Year, Subject, Max. Marks, Number of Sections, Number of Questions if submitted as a hard copy.
18. Each question paper shall be submitted to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable) in a separate sealed envelope, specially provided for the sameif submitted as a hard copy. A receipt of the question paper shall be issued immediately on receiving the same.
19. The paper setters must burn the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.
20. If the question paper is submitted on online or uploaded on the portal, the original copy of the file must be permanently deleted from his/her computer and no copy in whatever form can be maintained by him/her.
21. The paper setter shall also submit a copy of model answers for the question paper.
22. The Executive Council reserves the right to withhold or reduce the remuneration due to paper setters or cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.
23. The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, in particular with known intention, may attract heavy penalty.

O 7.3 ASSESSMENTS OF ANSWER BOOKS

1. The Senior Examiner shall distribute the work of assessment of answer books among the co-examiners appointed for a subject head. S/he should hand over to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable), along with the copies of the question paper a statement showing the division of the work.
2. As far as possible, the work of assessment should normally be distributed equally among all the examiners and the payment of remuneration should also be accordingly equal. When this is not possible, the distribution of assessment work shall be so arranged that the entire paper or section or questions of all the candidates are examined by the same examiners. The payment of remuneration

shall be distributed proportional to the actual work done by them. In the case of any dispute, the matter shall be referred to the CoE / Director-Academics and his/her decision shall be final.

3. Examiners shall treat the entire work related to the examination as confidential and shall not enter into communication with candidates or any persons representing them on any matter connected with the examination.
4. If case of physical copies of answerbooks, the examiners shall inspect the parcels of answer books as soon as they receive them and verify whether they are properly sealed. They should report any anomaly to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable). Any unsealed or open parcel should be returned to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable) immediately, within one day from its receipt.
5. The Examiners should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the Hall Supervisor's report enclosed. They should report to the CoE, whether the contents of the parcels are in accordance with the report of the Hall Supervisor tied to the bundles of the answer books.
6. In case of electronic receipt of the scanned answerbooks by the examiner, s/he should confirm electronically that he has received correct copies of the answerbooks.
7. For online correction of answerbooks the examiner shall not make any copies of the answerbooks.
8. The process of online correction of the answerbooks the examiners shall follow the instructions for online marking and submit the marks online.
9. To expedite the work of assessment, if an examiner receives any answer books not intended for him/her, or answer books in which answers to questions belonging to wrong section are attempted, s/he should send such answer books to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable). If this is not possible, s/he should submit the same to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable) immediately and take the receipt.
10. Any wrong answer books or sections received should be returned to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable) at once.
11. Examiners shall observe the following instructions, while assessing the physical answer books:
    a) The assessment work must be done in red ink only.
    b) The marks assigned to any sub-question must be written in the margin in legible handwriting at the end of the respective answer. The marks assigned to any question must be written at the end of the complete answer of the respective question, in the margin and they must be circled.
    c) As the candidates have a right of revaluation, in no case should marks be written over the written answers.
    d) Marks once written on an answer book or in a mark-list shall not be erased or overwritten. If any entry is to be revised, a line is drawn through it and the revised figure is to be written over the cancelled entry. Each correction so made shall be initialed by the examiner concerned. In the case of a correction in the total, the examiner shall put his/her full signature.
    e) Fractional marks should not be assigned to individual questions as far as possible.
    f) If a candidate has tried more sub-questions than he is required to answer, all the sub-questions shall be assessed and while assigning marks to the question concerned, only the sub-questions with higher marks shall be considered.
    g) If a candidate has attempted more questions than s/he is required to answer, all the questions shall be assessed and the respective marks shall be entered first on the front page of the answer

book and also on the mark list. While totaling, however, the marks only of the maximum number of questions, including the compulsory question/s, if any, required to answer shall be taken into consideration, in such a way that the total shall be maximum. The marks assigned to additional question/s tried by the candidate, except the compulsory question/s, if any, shall be left out in totaling and shall be denoted on the front page of the answer book and on the mark list by drawing a circle around the entry of marks assigned to each of such additional questions.

h) In the mark-list, the entries should be made in the proper columns.

i) The candidates who are absent at the examination should be noted from the Hall Supervisor's report and be marked absent by writing 'AB' in the mark-sheet.

j) When any question is attempted by a candidate, but the answer does not deserve any marks, the entry should be made as 'zero', i.e. in word.

k) When a question is not attempted by a candidate, a dash (-) is entered in the relevant column on the front page of the answer book as well as in the mark-list.

l) If the answer to a particular question is written at different places in the answer books, marks may be assigned at more than one place, but the total marks assigned to the question should be given at the end of that answer.

m) In case an examiner finds the answer book of any candidate illegible, it should be forwarded to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable) with a report for forwarding the same to the Chairman of the Examination Committee for taking appropriate action.

n) In the case of candidates with visual disability, the CoE / Director-Examinations / Jt. Director-Examinations (as applicable) shall intimate to all the examiners concerned the respective Examination Numbers. The examiners should keep in view a possibility of misspellings and other mistakes committed by the writers due to mishearing, and give the benefit of doubt to such candidates by ignoring such mistakes.

o) Examiners should report to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable), the cases of candidates who appear to have resorted to any unfair means, or have made any attempt to reveal the identity of the candidate to the examiner.

12. The examiner shall submit the consolidated mark-list of each subject head of a particular examination separately in one lot, along with the supporting mark lists submitted by the co-examiners.
13. The mark-list along with the assessed answer books shall be submitted to the CoE / Director-Examinations / Jt. Director-Examinations (as applicable) on or before the last date stipulated and a receipt shall be obtained to that effect. No remuneration bill will be processed if either of them is not received in the office.
14. Any problem encountered in the assessment work should be brought to the notice of the CoE / Director-Examinations / Jt. Director-Examinations (as applicable)/Chairman of the Examination committee.

O 7.4 VERIFICATION OF MARKS AND RE-EVALUATION

(1) After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Verification of Marks

(2) The candidates must apply for Verification of Marks within seven days from the date of issuance of mark-list. No such application shall be entertained after the due date.

(3) Verification of Marks**:** The verification of marks shall be done as under:

a) The applications for the verification of marks shall be submitted in the form prescribed (Annexure)
b) Each form should be accompanied by a fee of Rs. 100/- (rupees hundred) per head of passing.
c) The Controller of Examination (CoE) shall examine the answer scripts to check the following–(i) whether all the questions and sub-questions answered have been evaluated (ii) the allotted marks have been properly entered (iii) totaling inside the answer script and on the front page of the answer script is correct.
d) If there are any changes, the CoE shall invite the respective examiner to make the necessary changes and such changes will be signed in full by the examiner. The CoE will verify the changes and endorse the same.
e) The revised entries, if any, will be made in the mark-lists and initialed by the person the CoE, and the names of both will be entered on the answer books as well as the mark-lists.
f) The result of verification will be intimated to the candidates within 07 days from the last date of submission of the forms for verification.

(4) Revaluation

a) The applications for the re-evaluation shall be submitted in the prescribed form.
b) Each form should be accompanied by a fee of Rs. 300/- (rupees three hundred) per head of passing.
c) The Controller of Examination (CoE) shall appoint an examiner to re-evaluate the answerbooks, who shall not be the same examiner who evaluated the answer books or shall not be from the same centre.
d) If the re-evaluation does not change the marks more than 5%, the original marks are maintained or otherwise the new marks are entered for the candidate.
e) The result of re-evaluation will be intimated to the candidates within 15 days from the last date of submission of the forms for re-evaluation.
f) If the marks after re-evaluation change by more than 30%, the Director-Academics shall appoint a Committee to re-evaluate all answerbooks evaluated by the concerned examiner. If the number of such cases is unusually high or repetitive indicating a bias for one reason or other by the examiner, the Committee can ask explanation from the concerned examiner.
    i. Until suitable and acceptable explanation is obtained, the examiner shall not be considered for any examination of the University nor will be given any academic responsibility including allotment of students for seminars and projects except regular subject and laboratory teaching and instruction.
    ii. The Committee can also recommend a penalty for the examiner equivalent the total re-evaluation fees charged to the candidates.
    iii. The Committee shall also recommend refund of the re-evaluation fees to the candidates.

O 7.5 MODERATION AND GRACING OF MARKS

Passing Percentage:

For Engineering: UG 40 out of 100, PG 45 out of 100

For Architecture: UG/PG 45 out of 100

For Pharmacy: UG/PG 50 out of 100

For B. VOC & HMCT: Same as Engineering

Gracing Rule:

Maximum five marks grace if student is failed in one head of passing for Engineering & Architecture,

If student failed in two heads then total grace mark should not be more than five,

If student failed in three heads then total grace mark should not be more than five,

If student failed in more than three subjects no grace will be given.

For Architecture, there is a separate passing.

For Engineering, it is combined passing with requirement total minimum 20 marks for end semester exam.

For Pharmacy, as per the PCI guidelines.

Grading scale:

The committee suggested Implementation of the existing grading system till the new grading system finalised.

O 8 ORDINANCE FOR CONDUCT OF EXAMINATIONS AND RELATED DETAILS

This Ordinance (s) may be called, **"Ordinance for the conduct of examinations and other tests and the manner in which the candidates shall be assessed or examined by the examiners"** as per section 41(f) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

O 8.1 FOR UG COURSES

A. CURRICULUM OF STUDY

1. The curriculum / course structure / syllabus is applicable to all the affiliated colleges and recognized institutions except those to whom academic autonomy has been given by the University / Department of Higher& Technical Education or any such recognized body of Government of Maharashtra and University Grants Commission.
2. Academic autonomy to the affiliated college(s) and recognized institution(s) means academic liberty / autonomy provided to design curriculum, course structure and syllabus, conduct of examination, etc. However, the examination scheme shall be as per the guidelines of the University and applicable to all the University Departments and Schools, affiliated colleges and recognized institutions.
3. Academic autonomy granted to the colleges/Institutes shall be for a period of five years and has to be renewed every five years. In case of non-renewal of the academic autonomy the college/Institute will follow the rules and regulations of the University as existing at the time.
4. For the design of curriculum, course structure and syllabus, the autonomous college(s) and recognized institution(s), shall form their own Boards of Studies (BoS) in respective disciplines according to the guidelines given by the University. One of the members on such bodies will be the Head of University Departments or nominee of the Vice Chancellor from the University Departments or other autonomous institutes.
5. Such syllabi, course structure etc., created by the Autonomous colleges must be approved by the Academic council/Senate and the Board of Management of the autonomous colleges and institutions before implementation.
6. The University Departments shall continue to be autonomous in framing their curricula but will follow a prescribed format as applicable to affiliated colleges.
7. Every Faculty of studies in given discipline will have a prescribed course structure which in general terms is known as curriculum of study and shall prescribe core subjects to be studied in each semester in addition to the electives offered to the students depending upon the expertise of the faculty members.
8. The curriculum of study will be prepared and updated by Board of Studies of the University in respective disciplines as and when need arises and the same shall be effected from the date of approval of the Academic Council and Executive Council of the University.

B. SEMESTERS

1. The University departments and schools, affiliated colleges and recognized institutions will follow a semester-wise choice based credit system. There shall be two semesters in a year.
2. The semester that begins in July will be known as an odd semester and the semester that begins in January will be known as even semester.
3. Each semester shall have clear 15 weeks of instructions.

C. COURSE CREDIT SYSTEM

1. In general, a certain quantum of work measured in terms of credits will be laid down as the requirement for a particular degree. The student will acquire credits by passing in certain courses every semester, the amount of credits associated with a course will be dependent upon the number of hours of instruction per week in that course.
2. A course may consist of lectures, tutorials and practical's / drawing hours.
3. Credits will also be assigned to Seminar and Project Work and industrial training.

D. PROGRAM STRUCTURE

1. In the first two semesters (considered together), students of all the UG programs will have the same curricula except for branch specific subjects.
2. From 3rd semester onwards the core engineering subjects of the discipline shall form minimum 60% of the curriculum while remaining courses shall be offered by the faculty members as electives across the disciplines.
3. Every faculty may offer at least one elective course every year in his area of expertise.
4. Every student admitted in the first year will be required to register in one of the following: NCC / NSS / Sports as Extra-Curricular Activities (ECA) during the first two Semesters.
5. Foreign students and physically challenged will not be eligible to register for NCC.
6. From 2ndyear onwards the curricula will be different for each discipline.

E. SEMINAR

1. Seminar in the 7th semester will be the requirement of every degree program wherein under the mentorship of a faculty member, a student will be expected to do an in depth study in a specialized area by doing literature survey, understanding different aspects of the problem and arriving at a status report in that area.
2. The Department will give seminar topics to the students individually or in a group of not more than three students. The Departmental coordinator shall obtain a list of topics from faculty members of the Department at the end of 6th semester and prepare a list of seminars for allotment to the students at the beginning of 7thsemester.
3. Care should be taken by the seminar-coordinator that the seminar topics are not repeated from previous three years.
4. Each faculty member in the department will be assigned a group of students by the Departmental Head.
5. A faculty member will mentor the group for their seminar topic(s) by weekly interaction. The faculty member shall keep record of progress of the students during these weekly meetings.
6. The attendance and active participation of the students in weekly meetings with the mentor shall be mandatory and given the credit to as continuous assessment for the seminar.
7. While preparing a seminar report, a student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/researchers critically, study concepts, techniques, prevailing results etc., analyze and present it in the form of seminar report and shall be guided by the mentor.
8. The student shall submit a well prepared concise technical report, as per the prescribed format on the day of submission.

9. Each seminar report shall be subjected to plagiarism test on submission by the Departmental coordinator of Seminar. If the percentage (%) of similarity exceeds 25%, the student(s) will have to resubmit the entire report within one week, with reduction of grade by one point at the time of examination.
10. The Principal / Director of the college/ HoD of the department shall ensure that the students put efforts in preparation of the seminar and attend the weekly meetings. Minimum 85% attendance in the weekly meetings with mentor faculty member is compulsory unless prior permission is taken for additional 10% absence. Attendance below 75% may attract repetition of the Seminar submission. For a group of students each member will submit separately a table indicating contribution of each member to the report.
11. Blatant plagiarism will be treated in the same way as the use of unfair means in examination and may attract heavy fine and deregistration for a period as decided by the College Principal/ Director– Academics or Controller of Examination.
12. It is mandatory to give a presentation of the seminar before a panel of at least two faculty members, one of whom shall be the mentor, constituted for the purpose as per a well pre-decided time table in academic calendar.
13. The grading is done by the panel of examiners on the basis of the depth of the work done, understanding of the problem, analysis of the problem, quality of the report and presentation given by the students.
14. If it is proved that the report has been outsourced, it will be treated as unfair means of the examination and shall attract deregistration of the student for at least one year from the University and even recall of the degree if discovered later.
15. The seminar shall carry6 credits.

F. PROJECT

1. A live industry/ design Project in the final year is a mandatory course requirement, wherein under the guidance of a faculty member, a final year student/ a group of students, not more than 03in each group, is expected to do literature survey and carryout development of a product, design project and/or experimentation.
2. Through the project work, the student will have to exhibit both the analytical and practical skills.
3. The grading of performance of the candidate will be done on the basis of depth of the work done, report and presentation by the student/group concerned.
4. The Project will carry 16 credits.
5. The list of projects will be prepared by the Project Coordinator, Head of Department and a group of faculty members before start of the 7th semester by discussion with an Industry or among themselves. The projects will be selected such that similar projects were not covered in last three years. However, it can be continuation to build over the results of previous batches.
6. If the project is experimental, the Department shall ensure providing necessary facilities for conducting the experiments for the project in a specified laboratory.
7. The allotment of guide(s) to the students will be done at the end of the 6thsemester by the committee appointed for that purpose on the basis of merit and choice from students.
8. Each project shall be selected in terms of relevance to industry or society.
9. Industrial participation may be invited by HoD, as additional mentor.

10. The report of the project shall be subjected to plagiarism test on submission. If the percentage (%) of similarity exceeds 25%, the student will have to resubmit the entire report with reduction of one point in the final grade.
11. Blatant plagiarism will be treated in the same way as the use of unfair means in examination and may attract heavy fine and deregistration from the course at least for a period of one year or as decided by the Academic council.
12. Each project report shall be evaluated by a team of two examiners: one an internal faculty member who was not the internal supervisor of the student while the second shall be an industry expertin the same area as the project.
13. Each examiner shall submit their individual marks to the coordinator of the Project examination who shall compile the marks of all examiners
14. In case of too high or too low marks for a particular project of a student or a group of students, a committee of project coordinator, one external expert, Head of respective department and Principal / Director of College shall examine the project report and moderate the marks.
15. If it is proved that the report has been outsourced, it will be treated as unfair means of the examination and shall attract deregistration of the student for at least one year from the University and even recall of the degree if discovered later.

G. INDUSTRIAL TRAINING

1. Practical Training of minimum six weeks in industries after the 6th semester examination will be offered 6 credits on submission of a detail report and evaluation of the same by detail presentation to a Committee of minimum two faculty members in the first two weeks of 7th semester. All students shall be required to attend these presentations and credit shall also be given for attending all presentations.
2. Faculty members shall make visits to the industries where the students are undergoing the practical training to verify the efficacy of the training program and for interaction with the industry personnel.
3. The Department shall prepare a format of training report on the points that the students shall give attention to during their internship in the industry. The training report format shall be made available to the students before going to the industrial training.

H. EXAMINATION

1. All the end semester examinations will be conducted by the Examination Section of the University at the Main Centre and at the designated examination centres by the Regional Centres and sub-regional centres.
2. A student will be issued a Hall Ticket (an Admit Card) for appearing in the end semester examination only if s/he has:
    a. Attendance record of minimum 75% in the theory and laboratory courses.
    b. Percentage attendance between 60 to 75 and recommended by the Heads of the Departments in genuine cases with documentary evidence of hospitalization (in cases of accident, major ailments) only.
    c. Paid all the dues of the semester.
    d. Not been debarred from appearing in the examination as a result of disciplinary proceedings.

3. The teacher is expected to retain the answer books of mid-term examination and continuous assessments with him /her for a period of three years or until the batch graduates from the College / Institution / University and shall produce them through examination section, if and when required.
4. The evaluation of Answer Books of the End Semester Examination will be carried out under Central Assessment Program (CAP) at the centers, sub-centers of the University or at designated CAP-centers as per the schedule declared by the Controller of Examinations/ Director and Jt. Director – Examinations (as applicable).
5. The final grades will be displayed on the website within forty-five days from the date of completion of the end semester examination (ESE).
6. Appearing for the mid semester and end-semester examination in the theory /practical course is compulsory for a student for securing a minimum pass grade (DD or above).
7. Periodic tests, objective tests, assignments, viva-voce, laboratory assignments etc. are the constituent components of continuous assessment process and a student must fulfill all these requirements as prescribed by the teacher/ coordination committee of the subject. If due to any compelling reason (such as his/her short term illness, calamity in the family etc.) a student fails to meet any of the requirements other than written test and semester paper within/on the scheduled date and time, the teacher/coordination committee in consultation with the concerned Head of the Department may take such steps as are deemed fit.
8. A supplementary examination will be conducted for odd semester subjects and practical's in even semester and for even semester subjects and practical's in the odd semester as per the schedule notified in the academic calendar, in order to provide an additional opportunity to the students who fail (obtained an FF/FR grade) in one or more courses.

I. ASSESSMENT

1. There will be continuous assessment of a students' performance throughout the semester. The marks for the test examinations and continuous assessment of theory classes and practical's marks shall be awarded and uploaded on-line by the course teacher/ co-ordination committee of the course formed for this purpose.
2. The Industrial Training, Seminar, and Project Work etc. shall be evaluated by a co-ordination committee in the department formed for this purpose and the marks shall be submitted to the Controller of Examinations through respective Head of the Department / college Principal.
3. The assessment in a laboratory course will be based on student's attendance, submission of journals, completion of laboratory work, performance in viva-voce and quality of their work as prescribed through laboratory journals and an end-semester-examination that consists of performing an experiment individually and viva-voce examination by a committee of two examiners of which one must be from industry or academic expert and one internal examiner who engaged that subject / laboratory.
4. The external examiner may submit a separate confidential report to the Controller of Examination / Chief Conductor / HoD after completion of the examination, if necessary.
5. It is obligatory of the part of the candidates to maintain certified laboratory journals as prescribed by the course coordinator and produce it at the time of end-semester-examination.
6. Each laboratory course will be evaluated as follows: The marks shall be awarded in continuous assessment mode as per the scheme below and shall also be uploaded on-line by the respective teacher. The marks awarded will be converted into grades later.

Mode of Examination	Sub-component	Scheme
Continuous Assessment	Turn to turn Attendance (1 x15*)	15 Marks
	Turn to turn Evaluation (3 x15*)	45 Marks
End-semester-Exam	Experiment performing	40 Marks
Total		**100 marks**

*It is expected that a candidate completes a set of minimum 15 experiments in each semester. Maximum marks cannot cross the marks given in the scheme.

7. The students obtaining less than 40% marks will be awarded 'FF' grade. For all the students obtaining 40% marks and more, the grades will be distributed in five bands between maximum total marks obtained by the students in the respective practical and 40 % of minimum. Accordingly, the grades AA, AB, BB, BC and CC will be awarded.
8. Final Practical examination in the form of conducting an experiment and viva-voce will normally be completed a week before the final theory examinations or within a week of concluding the theory examination. The marks obtained in the practical subjects shall be uploaded on-line within three days from the date of completion of such examinations.
9. The answer books of End semester examination will be made available to the student only if s/he applies for obtaining the photo copies after paying the requisite fees laid down by the University in a prescribed format.
10. A student of the UG degree program must complete the prescribed course work of the entire program within a maximum period of 7 years. In exceptional cases the Vice-Chancellor may on the recommendation of the Department and the Academic Council further extend the total time limit for completion of all the requirements by one more year (i.e. 7 years for the completion of B. E. / B. Tech. Program of 4 year duration). Those students who do not fulfill the above condition will be terminated from the program.

J. GRADING SYSTEMS

For every course a student will be assigned a letter grade based on his / her overall performance in that course / subject over the semester by adopting statistical methods based on "mean" of marks obtained by all the students in a particular subject. The minimum marks required for passing a particular subject may vary depending on the overall performance of all the students appeared in that subject. The ranges for the award of letter grades will also be calculated by adopting statistical methods.

K. PROMOTION RULES

1. There is no restriction for promotion from odd semester to even semester. However, at the end of the first year, for promotion to 2nd year (i.e. 3rdsemester), a student should have completed satisfactorily at least 85 % of the total credits in 1stand 2ndsemesters put together.
2. However, at the end of the second year, for promotion to 3rd year (i.e.5thsemester), a student should have completed satisfactorily at least 85 % of the total credits in 3rdand 4thsemesters put together, should have cleared all the course work requirements of the first year (i.e. 1st and 2nd semester).

3. For promotion from the third year to final year (i.e. 7th semester) a student should have completed satisfactorily at least 85 % of the total credits in 5thand 6thsemesters put together (even after re-examination), should have cleared all the course work requirements of the first and second years.

L. GENERAL

1. The Examination Section of the University will centrally conduct one mid-semester Test Examinations as per the Academic Schedule for the University departments and an End Semester Examination (ESE) in respect of theory subjects unless otherwise arranged.
2. The continuous assessment and mid-term test examinations shall be conducted by the affiliated colleges and recognized institutions at their own premises as per the schedule / academic calendar declared by the University on its web-site from time to time.
3. The End Semester Examinations will also be conducted by the University as per the schedule declared by the Controller of Examinations or Director-Examinations (as applicable), at the designated Centers of examination.
4. The question paper for such Examinations should be common (the same) to all those who have adopted common (the same) syllabus within the jurisdiction of the centers and sub-centers of the University. The End Semester Examination paper will be set by a group of paper setters in the subject, appointed by the University.
5. The evaluation of mid-term test examination papers will be completed by the respective subject teacher of the University departments, affiliated college(s) and recognized institution(s) within one week of the examination.
6. End Semester Examination papers will be evaluated as per the directives of Controller of Examination.
7. Supplementary examination for failed candidates (obtained 'FF' or 'XX' grade) will be conducted in the next adjoining (next) semester. Students registering for Supplementary Examination at the end of any semester should register for all the appeared subjects accumulated till the previous semester.
8. All necessary charts and tables will be provided by the University / College / Institute. It is the paper setter's / the committees responsibility to recommend the material to be provided.
9. While normal scientific calculators are permitted, other electronics devices such as programmable calculators and calculators containing communication devices are forbidden.
10. Mobile Phones are strictly prohibited in the Examination Hall.
11. All question papers submitted by the paper setters will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document once the examination is over.
12. The answer script for end semester examinations will be evaluated through Central Assessment Process (CAP) and at its centers and sub-centers.

O 8.2 FOR PG COURSES

A. COURSE STRUCTURE

The curriculum / course structure / syllabus is applicable to all the affiliated colleges and recognized institutions except those to whom academic autonomy has been given by the University / Higher & Technical Education or any such recognized body of Government of Maharashtra and University Grants Commission (UGC).

The syllabus may vary depending on the specialization offered by the respective branch of engineering.

1. Teaching for the PG Program shall be reckoned in credits, as specified against each subject.
2. In order to qualify for a PG degree from the University a student is required to complete all the credits specified in the scheme of instruction for that program as approved by the University from time to time.
3. The curriculum for PG Program shall comprise of core and elective subjects. The list of elective subjects may include subjects from allied/ interdisciplinary areas also and will be passed by the concerned Board of Studies.

B. **EVALUATION**

1. Evaluation in the theory courses shall be done as follows, for a total of 100 marks.

Sub-component	Scheme
Mid-term Test– 01	20 %
Continuous assessment	20 %
End-semester Examination	60 %
Total	**100 %**

2. For laboratory, if any

Sub-component	Scheme
Day to Day work (assignments, experiments etc.)	60 %
End semester examination/Viva-voce	40 %
Total	**100 %**

3. For an end semester / practical examination a panel of two examiners will be appointed by the University one of the two examiners shall be subject teachers for practical’s while the other shall be an expert from either industry or an academic institute.
4. The autonomous colleges shall follow similar scheme or decide a scheme passed by their respective senate/academic body

C. DISSERTATION (THESIS) EVALUATION

1. Total 42 credits are assigned to the project work (dissertation) carried out by a student.
2. The project work is divided into two stages.
   (i) ‘Stage I’ shall commence at the beginning of 3^{rd} Semester and will be assessed at the end of the 3^{rd} Semester for 14 credits.
   (ii) ‘Stage II’ shall commence at the beginning of 4^{th} semester and will be assessed at the end of 4^{th}semester for total 28 credits.
3. The project supervisor will give continuous assessment of the work done by the student and a Committee of at least two faculty members (DRC) will review the student’s progress at the end of both semesters.

4. External examiner shall be appointed by the CoE / Director and Jt. Director-Examinations (as applicable) as per rules, regulations and ordinances.
5. For the purpose of assessment, the performance of a student in the project work shall be divided into the following subcomponents with assigned weightage.
   a. Supervisor (Project Guide) - 30%
   b. Departmental Project Assessment Committee (DAPC) - 35%
   c. External Examiner - 35%
6. The Dissertation/Thesis must be submitted on or before 31st July. The students who will not be able to submit the Dissertation/Thesis on or before 31st July will not be allowed to appear for the regular examination/defense. They will have to appear in the subsequent supplementary examination/defense arranged by the University.
7. In case the student is not able to submit on or before due date, s/he will be permitted to submit on any working day from 1st August till 31st December with prior intimation and permission of the departmental committee. However, the assessment of the same will be conducted only in the month of January next year.

D. SYNOPSIS SEMINAR

1. A student shall be required to present a synopsis seminar of the work and deliver a seminar talk of 20-25 minutes duration in the 4th semester as per the schedule announced by the Department.
2. The synopsis seminar shall be assessed by Departmental Project Assessment Committee (DPAC) consisting of respective supervisor of the student concerned, two faculty members nominated by the Head of the concerned Department from amongst the PG supervisors, one of the faculty members shall be the chairman of the committee.
3. The student will be allowed to submit the dissertation / thesis subject to satisfactory defense of the synopsis. If the synopsis seminar is not found satisfactory the student will have to do more work as suggested by the DRC.
4. The student shall thereafter deliver another synopsis seminar within one month.
5. The DRC shall be at liberty to extend the duration of the project work by a maximum period of 06 (six) months at a time should they find that the level of work done has not been satisfactory.
6. The DRC in consultation with the supervisor shall suggest names of at least three examiners with contact details for the examination of the thesis.

E. IN CASE OF PLAGIARISM, THE FOLLOWING SHALL BE APPLICABLE:

1. Each synopsis seminar report shall be subjected to plagiarism test on submission by the Departmental coordinator of Seminar. If the percentage (%) of similarity exceeds 25%, the student(s) will have to resubmit the entire report within one week with reduction of one point in the final grade.
2. The report of the project shall be subjected to plagiarism test on submission. If the percentage (%) of similarity exceeds 25%, the student will have to resubmit the entire report within one week with reduction of one point in the final grade.

3. Blatant plagiarism will be treated in the same way as the use of unfair means in examination and may attract heavy fine and deregistration from the course at least for a period of one year or as decided by the Academic council.

F. DISSERTATION AND OPEN DEFENCE

1. A student shall be required to submit a dissertation on the Project Work carried out by him / her. Three bound copies of the thesis along with a soft copy to be submitted to the Controller of Examination shall be submitted to the Head of the Department on or before 31stJuly.
2. The soft copy of the dissertation will be sent by the Controller of Examinations via e-mail to the external examiner from a panel of experts appointed by the University.
3. Dissertation open-defense shall be arranged by the Controller of Examination within thirty days of submission of the project report.
4. The external examiner will conduct open defense of the project along with the internal examiner on a mutually convenient day.

G. PROJECT IN COLLABORATION WITH INDUSTRY / ACADEMIC INSTITUTION

1. A student may, with the approval of the departmental committee (comprising of the Supervisor (Guide), at least one senior faculty member (non-head) and Head of the Department), may conduct the project work with an industry or a Research and Development Organization or academic Institution of repute.
2. The project at other laboratories shall be permitted only for research collaboration without payment of any fees to the external organization for such collaboration.
3. Payment shall be permitted for use of analytical facilities and high end facilities at partner Institute, if not available at the University/ Institute and will not cross 50% of the laboratory fees paid by the candidate.
4. A clear Memorandum of Understanding (MoU) should be signed by corresponding authorities of the University / college / institute and the industry/ institute concerned for such collaboration.
5. The details of contribution of both parties concerned should be clearly numerated. Such MoU should be signed before the beginning of the academic session of the year.
6. The student shall acknowledge the involvement and / or contribution of an industry or R&D organization or Institution in completing the project in the dissertation and a certificate to that effect, issued by the supervisor from the industrial organization/ Institute, will be appended to it.
7. It is mandatory for all students (especially those who do their project in an industry or R&D organization, or Institute) to make a full disclosure of all data on which they wish to base their thesis. They cannot claim confidentiality as it would come into conflict with the industry or R&D laboratory or other Institute with own interests.
8. Any tangible intellectual property other than copyright of thesis will be assigned to the University.
9. The copyright of the thesis itself will be with the student as per the IPR policy in force at the time.
10. The student’s thesis shall be rejected unless there is full and complete disclosure of data and the student will not be eligible for the degree in such cases.

11. In addition to the Supervisor from the department guiding the project work, a Co- Supervisor may be appointed from the Industry and Research Laboratories with the approval of the DRC. A certificate from the Co-supervisor will be appended to the dissertation.
12. A member of faculty of the University who is the internal Supervisor may visit the Industry or the Research Laboratory in connection with the Project of a student on regular basis for the continuous assessment.
13. The student must make visit to the University every month for submission of the progress report to DRC through the supervisors. Non-submission of the monthly progress report to the DRC shall be treated as absenteeism from the academic work.

NOTE: The details of examination scheme, grading system and award of grades etc. for UG as well as PG courses are available in rules and regulations.

O 9 ORDINANCE FOR RECOGNITION OF HALLS AND HOSTELS

This Ordinance (s) may be called, "**Ordinance for recognition of halls and hostels** "as per section 41(g) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

1. Executive Council and Academic Council are authorized to inspect halls and hostels of recognized colleges and institution, in order to assess their performance and needs, where necessary, with a view to maintain efficiency, ensure adequate student amenities
2. The University and affiliated colleges shall strive to provide necessary amenities on the campus for the students and staff.
3. The residential halls and hostels may be built by the University using the funds from the Government or obtained through donations from philanthropists or alumni.
4. The facilities and buildings so created on the University campus shall be open to all and shall be recognized as the property of the University.
5. The halls and hostels shall not be named after any individual or group on whatever ground unless the entire funding for the building and infrastructure has come from the donor and the Executive Council has approved the same as a part of the agreement while accepting the funding. In such case, at the time of constructing the building, its maintenance cost shall be also kept in mind in deciding the total funding.
6. Students, research scholars and research fellows may be allotted accommodation in the Hostels owned and maintained by the University and the affiliated colleges and recognized colleges for the purpose.
7. In exceptional cases, the Director-Administration may permit student, scholar of fellow to reside with his parent or guardian, but where any such permission is accorded to a Student, scholar or a fellow, such student, scholar or fellow, as the case may be, shall be liable for the payment of seat rent as s/he would have been liable for the payment of seat rent had he resided in the Hostel.
8. Every resident in the Hostels shall conform to rules laid down by the Rector committee and approved by the Director-Administration for the purpose.
9. Each hostel shall have a warden and such number of Associate/ Assistant Rector and other staff as may be determined by the Director-Administration from time to time.
10. One of the Rectors will be appointed as Chief-Rector by the Director-Administration.
11. The offices of Rector and Associate/ Assistant Rector shall be held by the members of Academic staff of the Institute. The appointments shall be made by the Director-Administration.
12. Rectors and Associate/ Assistant Rectors shall be entitled to license fee- free unfurnished quarters corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition, they shall be paid an allowance at such rates as may be decided by the Vice Chancellor from time to time.

The governance of the Hostels shall be in accordance with the rules laid down by the Director-Administration.

O 10 ORDINANCE FOR ACCEPTANCE AND MANAGEMENT OF TRUST BEQUESTS, DONATIONS AND ENDOWMENTS

(as per the Act section [29 & 87(c)] and Statutes [18])

1. All offers of bequests, donations and endowments, the management whereof is to be vested in the University, shall be accepted on condition that the annual realization there from shall be subject to a deduction of ten percent thereof and the amount realized by such annual deduction shall be credited to the Endowment Fund of the University at the commencement of every financial year.
2. The University shall not accept an endowment, the benefits whereof are sought to be restricted to any caste, creed or community.
   Provided that restrictions pertaining to caste, creed and community shall not apply in the case of an award meant for students belonging to scheduled castes and scheduled tribes and other categories of reservation.
   Provided, further that the minimum endowment amount to be deposited with the University shall be decided by the University authorities from time to time.
3. The Executive Council shall be the Principal Authority to accept all offers of donations and endowments.
4. The person or the Institution or the trust who gives the donations and endowments shall be entitled for tax exemption as per the Government of India rules, from time to time.
5. Notwithstanding the amount of bequests, donations and endowments etc., the University discourages any suggestion / offer to name a building, a hall, a hostel or any such establishment after any distinguished personality or philanthropist, etc., unless the entire cost of the structure has come from a trust or an individual or a group of persons or alumni. The ownership of such structure still lies completely with the University. It shall be the policy of the University that the belongings of the University are owned by Government of Maharashtra and naming of such establishments should be strictly prohibited.
6. The Registrar of the University shall prepare a proposal for acceptance of the donation to the Executive Council.
7. On approval of the EC, the Registrar is entrusted with the responsibility of signing the relevant papers.

O 11 ORDINANCE FOR INSPECTION OF AFFILIATED COLLGES AND RECOGNIZED INSTITUIONS, HALLS AND HOSTELS

This Ordinance (s) may be called, "**Ordinance for the inspection of affiliated colleges and recognized institutions, halls and hostels**" as per section 41(h) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

1. The Executive Council of the University may from time to time order an inspection of the affiliated colleges and recognized institutions to be made for the purpose of satisfying themselves that the conditions of the Ordinance and any other conditions on which recognition has been given are complied with.
2. The Committee for inspection of affiliated colleges, recognized institutions, halls and hostels, etc. shall be constituted as follows:
   a) The Director (Administration)or Registrar- Chairman and Convener
   b) Nominee of the Vice Chancellor (Other than University faculty / employee)
   c) Deans of Faculty
   d) Librarian
   e) The University Engineer
   f) Finance Officer of the University
   g) The Principal / Director of the affiliated college / institution – Member secretary
3. The members of the Committee, other than ex-officio members, shall hold office for a period of not more than three years.
4. Subject to the Ordinances, the Committee shall inspect once in every academic year each affiliated college / institution together with such buildings as may be occupied therewith for the use of students including hostels and halls, and shall submit a report to the Executive Council with such recommendations as it may think fit.
5. The Committee may at any time direct one or more of its members to make a special inspection and to report on any college / institution regarding compliance with the condition of residence as lay down by the Ordinances, in addition to the inspection.
6. Any matter of conduct, residence, health or discipline which the Principal desires to refer to the Committee inspecting his / her college / institution and any matter involving inter-collegiate or inter-hall discipline on which the Principals concerned are unable to come to an agreement, shall be dealt with by the Committee, but there shall be the right of appeal in such cases to the Vice-Chancellor, whose decision shall be final.
7. Subject to any powers conferred by the Act or the Statutes, on the Vice-Chancellor, all matters of discipline in the University which are either not directly cognizable by, or after due warning by the Director-Academic, are not investigated and decided by a Principal shall be dealt with by the Committee.
8. Every resident student shall conform to regulations drawn up by the Principal / Director / Management Committee of his college.
9. The Committee shall submit to the Executive Council, after consultation with the Principals, draft Ordinances prescribing the conditions of residence to be observed in the colleges.
10. As soon as possible after the re-opening of a college after the long vacation, the Principal shall submit to the Chairman of the Committee the following information:

a. the number of the hostels and the names of Rectors / Assistant Rectors / Wardens / Superintendents;
b. the number of resident students in each hostel;
c. the number of non-resident students;

11. All Colleges shall provide adequate facilities for the physical exercise of their students, and shall forward a statement of the same to the Committee.
12. The inspection of the colleges by the Committee shall be carried out and completed by the 15th of November each year, and the inspection report shall be forwarded by the Registrar to Director-Administration within two weeks after completion of the inspection.
13. The report shall be placed before the Executive Council within 15 days, and the resolutions and recommendations, if any, of the Executive Council on the report shall be forwarded to the Principal concerned, who shall inform the University about the action, if any, that has been taken or is proposed to be taken on the resolutions and recommendations.
14. The observations of the Principal shall be forwarded to the Director-Administration by the end of January, and the Director shall make a final report to the Executive Council. At the time of the next inspection the Board shall have before it the report of the previous year and the resolutions and recommendations of the Executive Council and the replies from the Principal and shall make a report as to what action, if any, has been taken in the matter.
15. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, Inspection Committee shall make recommendations in respect of the following matters:
    - (i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments
    - (ii) Recommendations to update / expand various laboratories under the departments
    - (iii) Recommendations to update library, journal subscription, etc
    - (iv) Formulation of admission policy within the frame-work of the policy as laid down by the University.
    - (v) Formulation of guidelines regarding arrangements for the residence and welfare of students in consultation with appropriate students' organization
    - (vi) Formulation of guidelines regarding discipline of the students
    - (vii) Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.

Note: The administrative staff of the college will not be within the purview of the Inspection Committee.

O 12 Ordinance for the mode of execution of agreements for, or on behalf of the university for Industrial Relations, Consultancy Projects, Sponsored Projects, Collaborative Projects Continuing Education Programs, and Infrastructure Development

This Ordinance(s) may be called, "Ordinance for the mode of execution of agreements for, or on behalf of the university for Industrial Relations, Consultancy Projects, Sponsored Projects, Collaborative Projects Continuing Education Programs, and Infrastructure Development" as per Section 41(j) and Section 63 of the Act. University encourages its faculty members to undertake consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate consultancy projects, in addition, for providing much needed service to the industry, also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Engineering and Technology have a mandate of implementation of knowledge. It is widely accepted that consultancy constitutes an important professional activity in an Institution devoted to Technological Education arid Research. Consultancy assignments provide exposure to real life problems requiring solutions in specified time frames. Consultancy can help an academician in making teaching interesting and realistic through real life examples and case studies drawn from the experience gathered through implementation of projects. Consultancy can also provide clues towards selection and pursuit of R&D projects with a strong commitment for application.

Active consultancy can also assist in the placement of students. Evidently, consultancy needs to be recognized as an important facet of the Institutional activities and, provided with the requisite levels of support, and appropriate recognition as a performance indicator. UGC notification No. 1-7/2015- U.II(1), dated 02/011/2017 and similar notifications thereafter insist to nurture consultancy services by academic institutions.

In the light of changing economic scenario, government policies and priorities, University considers consultancy projects as an important means for extending benefit of professional expertise of faculty at the University to the industry and sponsoring agencies. This helps broadening the experience base of the faculty and staff and also as a tool for contributing to the country's industrial and economic growth. As a matter of policy, the University encourages its faculty members to undertake consultancy work.

O 12.1 General Guidelines

1. The University shall have a separate cell at its Centres to promote industry relations. The affiliated college can establish a separate Industry-Institute-Interaction cell.

2. The Industry-Institute-Interaction cell shall work proactively to develop synergistic relations with industry for training of students and faculty in the industry, sponsorship, training courses for industry personnel and sponsorship of projects to bring state-of-the-art knowledge in the curriculum and technology development.

3. A faculty member/University officer shall be free to accept specific technical work, provided it does not affect the assigned work load and the functioning of the Department/College and the University.

4. A faculty member shall be free to accept memberships of Government or semi-Government committees (such as the committees of the Universities, UGC, DST, CSIR, AICTE, etc) and accept the

remuneration / honoraria, if any, in full without obtaining previously the permission of the Dean (R&D) or any person authorized by him/her.

5. A faculty member shall be free to accept examiner-ship and the referee-ship of Masters' and Doctoral theses of other Universities/Institutes and accept the remuneration in full without obtaining the previous permission of the Dean (R&D) or any person authorized by him/her.

6. A faculty member may accept membership of the Board of Directors of companies in the Public or Private Sector, with prior permission from the Vice Chancellor after recommendation Dean (R&D). Provided the liabilities associated with or arising out of such a position shall be the responsibility of the faculty member concerned and the University/college in no way shall be held responsible for any action arising out of such liabilities. The sitting fees for attending the meetings of such Boards shall be permitted to be retained by the faculty members/Officer in full.

7. A faculty member shall be free to accept the examination work related to his/her area of specialization of any other University and accept the honorarium/remuneration, if any, in full. The faculty member should take the permission of the respective Head of the Department prior to accepting such a work.

8. A faculty member shall be free to accept the invitations by other Universities/Institutions/Industry. etc., for invited lectures and accept the honorarium/remuneration, if any.

9. A faculty member shall be free to contribute articles, reviews, book chapters and abstracts on technical topics to scientific and technical journals, and accept the honorarium/royalty in full without obtaining the previous permission of the Dean (R&D)/Principal or any person authorized by him.

10. A faculty member may write books and monographs, edit a book using a group of authors on the theme. The person can accept the honorarium/royalty in full for such a work.

11. A faculty member may render expert advice, expert opinion etc.

12. For better interaction with the industry and in order to have state of the art knowledge of the Industrial processes, to induce relevance in research, to extend the benefit of one's knowledge and outcome of research to Industry and keeping the teaching updated the faculty members should be encouraged to undertake industrial consultations. There shall be no upper limit for remuneration to be received by faculty/officers through industrial consultation projects. However, income tax rules of the Government shall be followed. It shall be responsibility of the individual faculty member to pay appropriate taxes. The terms and conditions for Industrial consultation shall be as follows:

a) 'Industrial consultation' means the interaction of a faculty member with an Industrial unit, firm, company, business house, etc. in an individual capacity by way of giving professional advice and suggestions including drawings and/or reports, inspecting the facilities and working, monitoring the operations on site, etc., without involving or extending the facilities in the University/college and without affecting one's commitments towards the University.

b) A faculty member shall take up the consultation work with a prior permission of the Dean (R&D)/Principal, or a person authorized by him/her, provided that the problem referred to the faculty member concerned, falls within the preview of his/her expertise or skills or specialization or is closely related to his normal work in the University/college. It is responsibility of faculty member to do

necessary professional and/or statutory registrations to provide consultancy services to the industry. University/institute shall provide necessary no objection certificate/s if required. Services offered by faculty will carry with them obligations and ethical requirements associated with 'Professional Services' and the faculty associated with work shall remain fully responsible

c) Request for a consultation should normally be addressed to the Dean (R&D) / Principal and forwarded through the respective Head of Department, in the prescribed format (Annexure 1), along with a request letter from the concerned party indicating the conditions of contract. The faculty member applying for permission to take up the assignment should state clearly the nature of the work, the terms offered and the time involved.

d) Consultation work shall not interfere with the normal teaching/research work of the faculty in the department/institute and other duties which may be assigned to the concerned faculty by the authorities/functionaries of the University/college. The consultation assignment shall be of two types; retainer-ship and ad-hoc. The retainer-ship shall be for a period between one to five years. An ad-hoc consultation shall be for a specific period on a specific project.

f) Faculty may avail of official leave for consultancy work at one day per week with permission from the Dean (R&D)/Principal. The day should be selected in such a way as to affect the normal work to the minimum extent. Such leaves shall not exceed 15 days at a stretch.

g) The consultation fees including necessary taxes (as and if applicable) in full on the entire amount to be received for each consultation work by a faculty member shall be deposited with the University on mutually agreed terms and conditions. Similar rules shall be applicable to affiliated colleges, conducted/recognized institutions.

13. The University's share of consultancy fee, etc. received by the University/college shall be credited to fund/s as decided by the University/college.

14. In case of academic and research work on Government projects, such as projects from CSIR, ICAR. ICMR, Atomic Energy Commission, etc, which are accepted by the University/College for investigation, all allocations of funds shall be credited to the General Fund and no remuneration shall be payable to the faculty member or staff member of the University.

O 12.2 Research and consultancy projects

A project undertaken as a response to request received from the industry for carrying out an investigation/research/design/advisory to the Director (R and D)/ Head of the Department or faculty member(s) for providing a solution to the problem is termed as an industrial consultancy project.

12.2.1 Department Consultancy Project:

(a) A project may be taken up as a Departmental Consultancy Project by the department concerned in University or affiliated colleges. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project at the request of the faculty member.

(b) Normally, Consultancy Project involving multi/inter disciplinary inputs or requiring use of extensive institutional facilities, likewise projects which are expected to run for a long period shall be considered by a department to be taken up as Departmental Consultancy Project.

12.2.2 Individual Consultancy Project:

All Consultancy Projects taken up by single faculty member on behalf of University Department/ affiliated college will be treated as Individual Consultancy Projects.

(a) **Type-I Consultancy Projects:**

Consultancy Projects which do not require testing laboratory facilities in Departments/Institute will be classified as Type-1 Consultancy Projects. More than one faculty may undertake the activity in a group. One of the faculty or one who carries out most of the part of consultation may be identified as Principal Investigator (PI). PI shall be at liberty to fix the consultancy charges considering scope of activities involved. All professional correspondence shall be carried out by the Pl concerned. Services of external consultants may be utilized in order to provide comprehensive services to clients. Such external consultants will be entitled to a lump sum honorarium as recommended by Project Leader. Norm for distribution of net revenue after meeting the expenses if any shall be as under:

University / Institute: 30% from which 2% shall be admissible to HoD and/or Principal concerned, 2.5% shall be admissible to supporting admin staff concerned. Faculty involved in consultation: 70%

(b) **Type-II Consultancy Projects (involving laboratory facility, etc):**

Consultancy Projects involving use of testing laboratory facilities in Departments/Institute will be classified as Type-11 Consultancy Projects. Such projects will cover test in, measurements, calibration of equipment/ instruments and/or testing of materials /equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that consultancy project. All testing certificates shall be signed by Lab In-charge concerned and HoD concerned. Minimum charges for Type II Projects, shall be on the basis of approved rate list of services for the departmental laboratories. Norm for distribution of net revenue after deducting IoC shall be as under:

University/Institute: 50% from which 5% shall be admissible to Principal concerned, 2.5% shall be admissible to admin supporting staff concerned.

Faculty involved in consultation: 50% from which 5% shall be admissible to HoD concerned, 20% shall be admissible to supporting technical and other staff concerned.

Services of students may be utilized with the prior approval of the HoD. Such services may be compensated through honoraria paid out of Total Consultancy Fees. This facility be used if considered to benefit students for academic front or prompting "earn and learn" in case of economically weaker students or for those students voluntarily opting for participation.

12.2.3 Norms for accepting consultancy projects:

(a) Consultancy projects shall be accepted through approval channel (as per Annexure 1) in the University or affiliated college. All consultancy projects, to be taken up by various departments of the

University/college shall be examined from the point of view of its content and its likely benefit to the activities at the University/College. Care shall be taken for inclusion of IPR arising out of services.

(b) Every project proposal, would be examined and approved by a Department Level Committee, before it is accepted for being conducted as Type-1 or Type-Il project. In case of emergency / routine repetitive nature of works, HoD may accord acceptance of the proposal (within his/her limits) and submit it to the committee for information.

(c) The Committee shall consist of:

(i) Concerned HOD - Convener
(ii) Faculty member identified as Principal Investigator (PI)
(iii) Senior professor/faculty member - Member

The Committee shall meet whenever the proposal is received for the consultancy projects or every two weeks to review promotion of consultancy services

12.2.4 Project Staff:

A person appointed on contract in conformity with the guidelines of a sponsored research or consultancy project. The project staff includes research, technical and office personnel. Help required on job basis for supporting activities such as typographical work, preparation &/or drafting of drawings, reports, printing of documents, field surveys, etc., is excluded from this. Consultant may arrange for required job basis manpower this at his/her discretion and charge the expenses to expenditure from received consultancy fees.

12.2.5 Project Research Staff:

A person appointed on contract in conformity with the guidelines of a sponsored research or consultancy project is a Fellow or Associate or with a similar designation and receiving research fellowship. Generally, there shall be a provision for such fellowship amount in the project thus approved.

12.2.6 Institute Overhead Charge:

(1) University/Institute shall charge a fixed percentage of the Consultancy Project/Sponsored research Project amount as Institute Overhead Charges (loC)

(2) For Industry Sponsored Projects, loC will be 15% of the project cost for availability of the facilities at the University for the Projects of Type II. However, for large value projects of Type II costing 25 lakhs and more, it will be limited to 10% of the project cost. No such charges are required to be considered for Type 1 Projects under 12.2.2.a

(3) The loC shall in turn be distributed into a number of funds to be maintained by the University/Institute for specific purposes.

12.2.7 Internal Revenue Generation Fund (IRG):

20% of the loC shall be credited into the Internal Revenue Generation Fund (IRG).

12.2.8 R & D Fund (RDF):

(1) 20% of the IOC shall be credited to R & D Fund (RDF).

(2) R&D fund will be operated by Dean (R&D) with approval of Vice-Chancellor/ Principal.

(3) RDF shall be used only for supporting R&D activities

12.2.9 Staff Development Fund (SDF):

(1) 20% of the loC shall be credited to Staff Development Fund (SDF).

(2) The Staff development Fund shall be used for the general welfare of faculty/staff of the University/ Institute including contingency requirements of faculty/staff or their family members if required in full or partially

(3) A suitable scheme to administer the fund shall be worked out by a Committee appointed by the Dean (R&D)/Principal.

(4) Committee that shall administer this fund should have three faculty members who generate the maximum funds by consultation for the Department/ University/ Institute.

12.2.10 Department Development Fund (DDF):

60% of the loC shall be credited to the Department Development Fund (DDF) of the concerned academic department(s). The objective of this fund is to provide additional grant to the department for its development activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like

a) TA/DA and Registration fee in part/full for attending a conference in India or abroad and for making exploratory visits for sponsored Research/Consultancy work.
b) Departmental membership fee of professional societies.
c) Purchase of professional books, journals, stationary, computer stationery, software or data storage medium.
d) Equipment/Air conditioner and phone/ fax facilities in the office.
e) Up gradation or purchase of laptop or desktop computer and related peripherals for use by the faculty members of the department.
f) Purchase of office and laboratory furniture.
g) Providing seed money for holding conferences/workshops and seminar entrepreneurial activities, etc.
h) Providing funds for maintenance and AMC activities of equipment in the department

12.2.11 (a) A separate DDF Account will be maintained by each department in the name of the Department DDF-A/C

(b) The budget for utilizing DDF will be approved by a Committee of three faculty members of the department headed by the Head of the concerned department. The Committee members must be those who have contributed the most to the DDF-A/C in the previous three years.

(c) All income /proceeds/receipts from various heads of account/activities of the department shall be credited to this account and this account will be operated by concerned Head of the Department and

Director (R & D) of the University OR Director/Principal of college. There shall be only one account with each department.

O 12.3 Training Programmes / Professional Courses under MoUs

(1) It is recognized that the professional training form an important part of institute activities. It leads to generation as well as exchange of knowledge and capabilities of parties involved in an MoU. It should preferably benefit the institute either in terms of better utilization of resources, IPR, infrastructure improvement, and/or benefit to industry/society (students in particular) at large. Therefore, such MOUs are encouraged. However, the MOU should be a booster rather than a burden to the University/ institute. A faculty taking initiative in materializing an MOU may remain as coordinator for executing that MoU. As per the need, he may be provided encouragement and appropriate support within the department/college for execution of an MoU.

(2) Each MOU being an independent entity, the generation and utilization of revenue out of such activity shall be defined within the scope of MOU itself, keeping in view the objectives, institute overheads, infrastructure utilization, etc.

(3) In general, Institute should earn a share of at last 20% of the income generated from the MoU after taking care of all expenses and rentals for the infrastructure support provided to the organization with whom MoU is signed. This amount shall be received at the beginning/ end of such MOU activity.

(4) Each new MoU should be reviewed and approved by a University/ Institute level committee comprising of

a) Dean (R&D)/Principal-Chairman
b) Dean (Academics) / Senior most Professor – Member
c) Director (Administration) / Professor in the subject – Member
d) HOD concerned- Member
e) Senior Professor/ expert in the subject area(nominated by Vice-Chancellor/ Principal)-Member
f) Registrar/ Administration officer – Member Secretary

The coordinator preferably along with the client should present the case before the committee.

12.3.1 Distribution of revenue from Training Programs or Any training activity under MOU

Total Fee received from client	=	I
Amount paid as University share in the beginning	=B=	0.005 I
Remaining amount =	=E=	0.95 I
Total expenditure on the project$ (E should not exceed 0.8 I)	=(B-E)=	S
Savings =		0.50 S
Amount Paid to University Account =		0.50 S
Remainder =		
From Balance 0.50 S of the revenue generated, Distribution as under 0.20 S Honorarium to the course Co-Ordinator 0.15 S Honorarium to the course Jt. Co-Ordinator		

0.05 S Honorarium to the HoD concerned 0.05 S Office support Staff of the University. 0.05 S Office support Staff of the Department Concerned		

$: Expenditure on project shall include honorarium to be paid to trainers/lecturing faculty, travel charges for guest faculty, course material preparation, stationery, hospitality charges, etc.

O 12.4 Consultancy revenue as well as various other honoraria or remuneration payable for all types of activities as above shall be disbursed as indicated below:

12.4.1) For short duration assignments entailing full advance payment, full disbursement upon completion of the job and receipt of a certificate to that effect by the Pl

12.4.2) In the case of long duration projects entailing advance payment of installments linked to milestones, partial disbursements may be made; such disbursements will be linked to the phase-wise estimates to be provided by the Pl and the phase completion certificate.

12.4.3) Disbursement shall be approved at level of Asstt. Registrar for revenue up to 5000 and Dy. Registrar for revenue more than 5000.

O 12.5 Liability In case any legal dispute arises between the Consultant(s) and the sponsor (client) such that the Consultant (s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit as follows: Maximum Liability (total amount charged for project) – (expenditure on the project) It is in the interest of the Consultant(s) to bring this fact to the notice of the sponsors.

O 12.6 Arbitration: In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content and liabilities of the parties or other matters specified there in or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored to be resolved by mutual negotiations, between investigator(s) and said party. If, however, such negotiations are in-fructuous, the disputes should be finally settled through Arbitration and Conciliation Act 1996 by three arbitrators appointed in accordance with the said Act. Arbitrators shall give reasoned & speaking award. Cost of arbitration shall be borne through institute share of revenue.

O 12.7 Disagreements/Disputes Any disagreement within the University and concerned party arising at any stage of a Consultancy project will be resolved in consultation with Dean (R& D) to ensure an expeditious removal of bottlenecks and smooth functioning of the project. In case of any dispute arising at any stage of consultancy project between Investigator (s) and the sponsor(s), the investigator(s) will be responsible for settlement of the dispute. All legal action will be subject to jurisdiction at Civil courts at Alibag/High Court at Mumbai for University departments or as per of jurisdiction of legal system for affiliated institutes.

O 12.8 Publications of Results

Pl will have the right to publish the work carried out by him unless the sponsors have an agreement under which their prior permission is required. Such agreement may be done a priori by both the parties concerned.

O 12.9 IPR Protections

Consultancy work which can result into potential IPR and proceedings thereafter shall be the joint right of university/institute and the client concerned. The work may be registered in individual's name; however, rights (as agreed up on) shall deemed be reserved with the University. Any patent filed for IPR through consultancy project shall be deposited with the office of Dean (R & D).

Annexure 1

Proposal for Consultancy &/or Testing Work in Department of________Engineering of Dr. Babasaheb Ambedkar Technological University, Lonere

Proposal Number assigned by Dean (R&D): DRD/CP-(Dept Name)/(Year)/ Date: --/--/20--

Type 1: Consultancy Type II: Testing

Title of the Work:___________________________

Client Name and Address:__________________________with requested letter enclosed

Description		**Amount**	**Total**
Type of work: Consultancy	Consultancy Charges:	₹__________/-	₹__________/-
	GST:	₹__________/- Client GSTN:______________	

Declaration:

Content/s of consultancy report / drawings or test reports will be used for benefit of client organization. It will be stated in reports/drawings/certificates that University/Institute shall not be responsible for consequences of implementation of results therein. Henceforth, (faulty name/name of PI) will carry out necessary certification and/or professional correspondence with client.

Name/s and signature/s of consultant in-charge (faculty)

Principal Investigator

Recommendation by Department Committee (Name and Signature)

(1) ---------------------- (2) ---------------------- (3) ----------------------

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Approval limited to case of T&C charges $\leq$3.0 Lakh
In case of higher charges, forwarded for approval to **Dean (R&D)**

Signature and Seal of Head of Department

Approval limited to case of T&C charges $\leq$ 5.0 Lakh
In case of higher charges, forwarded for approval to **Hon. Vice Chancellor**

Signature and Seal of Dean (R&D)

Submitted to Hon. Vice Chancellor with request for approval to submission as above

Hon. Vice Chancellor

Annexure 1 (*for affiliated institutes*)

Proposal for Consultancy &/or Testing Work in Department of ___________Engineering of (*Name of affiliated institute*) Engineering

Proposal Number assigned by Dean (R&D): DRD/CP-(Dept Name)/(Year)/ Date:-/--/20—

Type 1: Consultancy Type II: Testing

Title of the Work:__________________________

Client Name and Address:________________________with requested letter enclosed

Description		**Amount**	**Total**
Type of work:	Consultancy Charges:	₹__________/-	₹__________/-

Consultancy	GST:	₹__________/- Client GSTN:______________	

Declaration:
Content/s of consultancy report/drawings or test reports will be used for benefit of client organization. It will be stated in reports/drawings/certificates that University/Institute shall not be responsible for consequences of implementation of results therein. Henceforth, (faulty name/name of PI) will carry out necessary certification and/or professional correspondence with client.

Name/s and signature/s of consultant in-charge (faculty)

Principal Investigator

Recommendation by Department Committee (Name and Signature)

(1) ----------------------   (2) ----------------------   (3) ----------------------

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Approval limited to case of T&C charges ≤3.0 Lakh
In case of higher charges, forwarded for approval to **Dean (R&D)**

Signature and Seal of Head of Department

Approval limited to case of T&C charges ≤ 5.0 Lakh
In case of higher charges, forwarded for approval to **Principal**

Signature and Seal of R&D Coordinator

Submitted to Principal with request for approval to submission as above

Principal

O 13 ORDINANCE FOR CHANGE OF BRANCH WITHIN THE SAME INSTITUTION

(Applicable for UG courses only)

This Ordinance (s) may be called, **"Ordinance for conditions under which students shall be eligible for change of branch, college or institution"** as per section 41(k) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

1. Student admitted to a particular branch of the UG program will normally continue to study in that branch till completion of his/her course/degree.
   However, in exceptional cases the University may permit a student to change from one branch of study to another after the first two semesters provided there are some vacancies due to cancellation or failure of students in different branches at the end of 2nd semester. Such changes will be permitted, strictly in accordance with the provisions laid down for the purpose.

2. The rules and regulations for branch transfer will be as per the Government of Maharashtra/ Directorate of Technical Education/Common Entrance Test Cell/Admission Regulating Authority
   A. The process of branch transfer should commence within one week from the date of declaration of First year results of the University. It should get completed before declaration of provisional merit list of direct second year admission process schedule declared by Directorate of Technical Education/Common Entrance Test Cell/Admission Regulating Authority.
   B. The maximum time to complete the branch transfer process should be 15 working days from the declaration of First year results of the University or before the date of declaration of provisional merit list, whichever is earlier.

   i. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose.
   ii. The Principal/Director/Registrar will call for application during each academic year only within the same institute.
   iii. The affiliated college(s) and recognized institution(s) must announce their branch-wise vacancy available at the end of first year, within three days of new academic year, to facilitate prerequisite of as above.
   iv. Students may enlist up to five choices of branch, in order of preference to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
   v. Change of branch shall be made strictly on the basis of merit of the applicants within the University departments and schools, and within the same Institute/ College. For this purpose the CGPA obtained at the end of the Second semester shall be considered for merit. Ties will be resolved by the original CET rank of merit of the applicants.
   vi. The applicants may be allowed a change of branch, subject to the limitation that the actual number of students in the third semester, in the branch to which the transfer is to be made does not exceed the sanctioned yearly intake for that branch.
   vii. All changes of branch made in accordance with the above rules will be effective from the third semester. No changes of branch shall be permitted hereafter. All change of branch will be final and binding on the applicants.
   viii. No student shall be permitted under any circumstances to refuse the change of branch once offered as a response to his/her request and if found eligible.

3. If conditions in para 2 are fulfilled then by default the Principal / Director / Head of the Institutes shall also agree for such transfer of branch.

4. Application for change of institute shall not be permitted. If any student(s) wants change of Institute, condition as in para 2 shall be followed along-with additional condition as mutual transfer between the student(s) of affiliated unaided college(s) which have adopted the same syllabus and the same course structure, etc., and both Institutes agree to the transfer. The responsibility lies with the candidates to get NOCs.

5. No exchange of students between Government or Government-aided colleges and unaided colleges shall be permitted.

6. Documents to be submitted with the proposal for transfer as under 4 above:-
    a. Letter of Recommendation of the Principal of the Institution in which the candidate is seeking admission and from the Principal of Institute from where transfer is sought.
    b. Vacancy position-related to the Course in the Institute(s)
    c. Application of the candidate
    d. No Objection Certificates issued by both the Institutions
    e. Attested copies of the relevant mark-sheets
    f. The reason of seeking such change and the supporting documents thereof.

7. The rules made by the Common Admission Program Cell/ Directorate of Technical Education and Department of Higher and Technical Education, Government of Maharashtra, shall prevail for transfer of students between unaided affiliated institutions.

O 14 ORDINANCE FOR POWERS AND FUNCTIONS OF STUDENTS ASSOCIATIONS

This Ordinance(s) may be called, "**Powers and functions of Students Associations.**" as per Section 41(l) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

Students' Association of the University, its departments and schools, affiliated colleges and recognized institutions means the Alumni Association, and Students' Association at the departmental level (like **M**echanical **E**ngineering **S**tudents **A**ssociation-MESA) or such associations which are recognized by the University, the members (including office bearers) of which are not associated with any political party or any organization which takes part in politics, or is taking part in, or subscribing in aid of any political movement or activity at State or National or any such levels.

1. The University Students' Association shall consist of the following office bearers, namely –

a) Vice-Chancellor - President
b) Director- Administration - Chairman
c) Dean, Staff and Students' Welfare
d) Director or officer of Sports and Physical Education
e) Director or Coordinator/Officer of National Service Scheme/ National Cadet Corps
f) One student from third year of undergraduate courses and second year of post-graduate courses who have shown academic merit at the preceding degree examination and engaged in full time studies in the University, Institution or department or conducted college, are to be nominated by the Vice-Chancellor, on the basis of their performance in academics and/or extracurricular activities or selected by the class as their representative on the Council.
g) One student each for excellence in Sports, NSS, NCC and Research activities of the University.
h) Two lady students nominated by the Vice-Chancellor on the basis of their performance in academics, NSS, NCC, research or cultural activities, and sports.
i) Registrar

2. Students Association / Council for each conducted college or affiliated colleges and recognized institutions shall consist of the following –

a) Principal / Director - Chairman
b) One Assistant Professor, nominated by the Principal / Director
c) Teacher in charge of National Cadet Corps
d) National Service Scheme Program Officer
e) One student from each class, who has shown academic merit at the examination held in the preceding year and who is engaged in full-time studies in the college or institution, nominated by the Principal / Director based on academic performance and excellence in extracurricular activities or selected by the class as its representative
f) One members from NSS, NCC groups of the college
g) One representative of the students excelled in sports
h) Sports and Physical Education officer,
i) Two lady student members nominated by the Principal / Director

3. Departmental Students' Association/Council shall consist of the following office bearers, namely.
    a) Head of Department - Chairman
    b) One Professor
    c) One Assistant Professor
    d) Two students from each year of the department courses who has shown academic merit at the preceding degree examination and is engaged in full time studies in the University, Institution or department or conducted college,
    e) Two lady students for their excellence in Sports, academics, NSS, NCC, to be nominated by the HoD.
    f) Training and placement officer of department

    3.1 The Students' councils shall function democratically where the non-student office bearers will ensure discipline in the Committee meetings while listening to the students' opinions. The voices of the students will have to brought by the concerned officials to the Academic council and Executive Council
    3.2 The Students' Council from each college and University Departmental Students' council shall elect one representative on the University Student's electorate.
    3.3 These student representatives shall form Student's University Electoral College over the next five years in stages starting from 2016-17 which shall elect total 22 Students as region-wise Representatives on the University Student's Council to address the students' issues of the entire University.
    3.4 In case of any conflict on issue of caste, religion, race, class, faculty, in the elections at any stage, the University Authority or college shall dissolve the concerned elections and resort to method of nominations on the Council.

4. The students' Professional Associations at departments, in the University, affiliated colleges and recognized institutions may have their own conducting body as decided by the students in consultation with the respective Head of the Department.
5. Such associations may organize / conduct technical, cultural, sports events in the institutions at department, college, institution, University, State, National level with prior permission of the concerned authorities, may participate and contribute in development of curriculum of their course.

6. Departmental Alumni Council will consist of the following members

    a) Head of Department - Chairman
    b) One Professor, by rotation for two years
    c) One Assistant Professor- by rotation of two years
    d) One student from final year and one from post-graduate class in second year.
    e) Four alumni of high standing at least one of them must have passed out in last five years and have been actively participating in the Departmental activities
    f) Training and Placement officer of department
    g) Additional Alumni members can be co-opted depending on their involvement in the departmental activities.

This alumni council shall

- look after the welfare of the students in the department
- promote and co-ordinate the extracurricular activities of students
- Training students for better corporate life.
- Organize Alumni meet
- Develop healthy and synergistic relations with industry and corporate
- Build networking among past and current students

The members of Departmental Alumni Council may meet twice in a year, with the following objectives.

a) share their views with the authorities of the University for the welfare / betterment of their junior fellow students
b) contribute to the current developments in technology,
c) participate in up gradation of the curriculum
d) donate funds, equipments, develop laboratories in the University departments and schools, affiliated colleges and recognized institutions, betterment of society, State and Nation,
e) The Councils shall not indulge into any political or group activities detrimental to the student's unity. Any such activity may lead to dissolution of the council with immediate effect.

O 15 ORDINANCE FOR AFFILIATION TO THE COLLEGES AND RECOGNITION OF INSTITUTES

This Ordinance (s) may be called, **"Ordinance for AFFILIATION TO THE COLLEGES AND RECOGNITION OF INSTITUTIONS"** as per Section 51 of the Act. This shall come into force with effect from the date of Chancellor‟s assent to it.

O 15.1 Affiliation and recognition of Institutes

(1) The University can affiliate any of the Colleges or Institutions imparting education in the areas namely Engineering & Technology, Architecture, Town Planning, Pharmacy, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT), Computer Applications, etc. as prescribed by the Act owned by Government of Maharashtra or Government controlled societies, Private aided and Private unaided self-financing educational agencies, which, before the date of commencement of this Act remained affiliated to the different Universities, except Deemed Universities in the State of Maharashtra, provided they meet the criteria prescribed under the Act, Ordinances and Statutes for affiliation, including but not confined to availability of faculty, administrative machinery, infrastructure (buildings, laboratories etc.) which will be laid down by the University from time to time.

(2) Such Colleges or Institutions meeting the specified criteria can be affiliated to the University as (i) regular colleges and Institutions or (ii) autonomous colleges and institutions (iii) colleges and Institutions with academic autonomy.

(3) The affiliation of such Colleges or Institutions to other Universities in the State except Deemed Universities shall stand transferred to the University on grant of approval of the affiliation to the University as communicated by the Registrar with the mention of a date for such transfer or affiliation.

(4) The affiliation shall stand valid subject to the conditions that the affiliation of these colleges or institutions in respect of the students admitted to respective courses shall continue till those batches of students complete their courses, the examinations of all such students shall be conducted by the Universities to which they were attached, degrees, postgraduate diplomas or degrees or other distinctions shall be awarded by such Universities.

(5) The Colleges or Institutions in any branch/specializations maintained by other Universities of the State as their departments or their respective constituent colleges under the deemed Universities and the National Institutes established by the Central Government shall not come under the jurisdiction of the University.

O 15.2 Requirements for Affiliation of College/Institute

(1) The plot of land under consideration shall be contiguous, having no obstacles, like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.

(2) While establishing a new technical college, the total land requirement shall be the sum total of individual land requirement of respective technical programmes of study.

(3) Where sufficient FSI / FAR is available, minimum land requirement shall be determined by the programme which requires maximum land among all programmes offered in the technical college. In such a case, only MCA programme shall be allowed to be built on an existing

Engineering / Technology / Pharmacy / Architecture / Hotel Management and Catering Technology college provided sufficient FSI / FAR is available along with other norms and standards being met.

(4) Further, where sufficient FSI / FAR is available, minimum land requirement being determined by the programme which requires maximum land among all programmes offered in the technical college, in addition to MCA Programme, Arts and Crafts Programme shall be allowed to be built on an existing Architecture college provided sufficient FSI / FAR is available along with other norms and standards being met.

(5) FSI / FAR certificate shall be obtained from the Competent Authority as designated by Municipal Corporation concerned or the local authority that approves building plans, or the State Government / UT, as the case may be.

(6) Land use certificate shall be obtained from the Competent Authority as designated by concerned State Government / UT.

(7) Land conversion certification shall be obtained from the Competent Authority as designated by concerned State Government / UT.

(8) Circulation area of 25% of sum of instructional, administrative and amenities area is desired for covering common walkways, staircases, entrance lobby and other similar areas.

(9) Building plan of the technical college shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by State Government / UT administration concerned.

(10) Universities shall ensure that all necessary approvals including „No Objection‟ certificate are obtained by the promoter, be it government or private society/trust, before issuing LoI.

(11) All technical colleges which are accredited by NAAC or whose programmes are accredited by NBA shall be considered for permanent affiliation subject to fulfillment of other conditions as laid down by the university from time to time.

(12) Applicants shall apply only when the building for the purpose of college is complete as per the infrastructure requirements without any deficiency at the time of submission of the application form to the university.

(13) The management applying for affiliation or recognition, and management whose college or institution has been granted affiliation or recognition, shall give and comply with the following undertaking:

a. that the provisions of the Act and Statutes, Ordinances and Regulations there under and the standing orders and directions of the University shall be observed;

b. that there shall be a separate Local Managing Committee provided for an affiliated college as per Section 51 of the Act.

c. that the number of students admitted for courses of study shall not exceed the limits prescribed by the University and the State Government from time to time;

d. that there shall be qualified Principal, Faculty members, staff, suitable and adequate physical facilities such as buildings, laboratories, internet connectivity, campus wide wifi facility, libraries, books, equipment required for teaching and research, hostels, gymnasium, as prescribed by UGC/AICTE/PCI and as accepted by State Government of Maharashtra from time to time.

e. that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;

f. that the strength and qualifications of teaching and non-teaching staff of the affiliated colleges and recognized institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges / Institution shall be such as prescribed by the University and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;

g. that the services of all teaching and non-teaching employees and the facilities of the college / Institution to be affiliated shall be made available for conducting examinations and evaluation and for promoting other activities of the University;

h. that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of the Act, Statutes, Ordinances and Regulations shall be complied with;

i. that there shall be no change or transfer of the management without prior written permission of the University;

j. that the college or institution shall not be closed without prior written permission of the University;

k. that in the event of dis-affiliation or de-recognition or closure of the college or institution under sections 57 & 58 of the Act, all the assets of the college or institution including building and equipment which have been constructed or created out of the amount paid as a grant-in-aid by the State Government or the UGC, or AICTE or the University shall vest in the State Government.

l. that the college/Institute shall subject itself to annual academic audit of the University to maintain the quality of education and research

m. that the new technical colleges shall is granted affiliation subject to the condition that they furnish an undertaking to apply for assessment to NBA within six months from the date of issue of Letter of Intent (LoI).

n. that all technical colleges which are more than six years old shall apply for accreditation to NAAC or NBA within six months of issue of these regulations

No college which is part of another University shall be considered for affiliation unless a “no objection

certificate" is given by the parent University.

O 15.3 Procedure for permission for Recognized Institutions:

(1) The University shall prepare a perspective plan for educational development for the location of institutions of higher learning in a manner ensuring equitable distribution of facilities for higher education in relevant faculty having due regard, in particular, to the needs of unserved and under developed areas within the jurisdiction of the University. Such plan shall be prepared by the Academic Council and approved by the Executive Council. It shall be updated every five years.

(2) No application for opening a new college or institution of higher learning which is not in conformity with such plan, shall be considered by the University.

(3) No student shall be admitted by the college or institution unless the first time affiliation and also subsequent affiliation in every academic year has been granted by the University to the college or institution.

(4) The rules and procedure for affiliation of a college or institution to the University shall be as prescribed by the Statutes and shall follow the regulations issued by the University Grants Commission for affiliation of technical colleges (F. No. 14-9/2013 (CPP-II) date 28th February, 2014).

O 15.4 Local Managing Committee of affiliated college or institution

(A) There shall be a separate Governing Body/ Local Managing Committee for every affiliated college or institution consisting of the members as prescribed by the Act under Section 51.

(1) President or Chairman of the management or his nominee - Chairman;
(2) Secretary of the management or his nominee;
(3) Three local members representing different fields of the area, nominated by the management;
(4) Three teachers, elected by the teachers of the college or institution;
(5) One non- teaching employee, elected by the non-teaching employees of the college or institution;
(6) One representative of the management;
(7) Principal as the Member-Secretary

(B) There shall be a Managing Council for a group of affiliated colleges under a corporate management consisting of members as prescribed by the Act under Section 51 for affiliation of a single college or institution.

(1) Joint Director or Deputy Director designated by the Directorate of Technical Education
(2) Three persons representing different fields or activities, nominated by the Director of Technical Education;
(3) Three teachers, elected by the teachers of the college or institution;
(4) One non -teaching employee, elected by the non-teaching employees of the college or institution;
(5) Principal- Member-Secretary

O 15.5 The **powers and duties of the Governing Body of the affiliating college** shall be as provided in the Act under Section 51**.**

(1) To prepare the budget and financial statements;
(2) To recommend to the management the creation of the teaching and other posts;
(3) To determine the program of instruction and internal evaluation and to discuss the progress of studies in the college;
(4) To make recommendations to the management for the improvement of the standard of teaching in the college;
(5) To formulate proposals of new expenditure not provided for in the college budget;
(6) To advise the principal regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching workload and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time.
(7) To consider and make recommendations on the inspection report, if any;
(8) To consider and make recommendations on the report of the local inquiry committee, if any;
(9) To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the Executive Council of the University and to the concerned Director;
(10) To perform such other duties and exercise such other powers as may be entrusted by the management and the University.

(11) To conduct academic and research audit of the college as per the guidelines prescribed by the University
(12) To advise the college on induction process for members in different roles, keeping dynamic syllabus and promote activities for technology development and transfer
(13) To advise the college for fund generation and utilization
(14) To advise college in collaboration, networking with other Institutions
(15) To advise college to promote transparent and good governance practices
(16) To design and recommend criteria for defining standards for quality of teaching, education and research

O 15.6 Continuation of affiliation

(1) The affiliated college or recognized institution may apply for continuation of affiliation or recognition for the courses of study for which affiliation or recognition was granted ordinarily six months prior to the date of expiry of such affiliation or recognition.
(2) The University shall follow the procedure as prescribed by the Statutes, and the regulations of UGC for grant of continuation of affiliation.
(3) The affiliated college or recognized institution may apply for affiliation or recognition for additional courses of study and the same shall be considered by the University following the procedures or rules prescribed in this regard in these Statutes.
(4) An affiliated college or recognized institution with at least six years standing as an affiliated college or recognized institution may apply for permanent affiliation in the manner as maybe prescribed in these Statutes and the University shall consider such applications in such matter as may be prescribed following the regulations of the UGC.

O 15.7 Granting of academic autonomy

(1) A University department or institution affiliated as regular college or recognized institution may apply to the University for grant of Academic Autonomy.
(2) The institution or college with Academic Autonomy may constitute its authorities or bodies and exercise the powers and perform the functions and carry but the academic activities of the institution independently.
(3) The department or institution or college with Academic Autonomy may prescribe its own courses of study, evolve its own teaching methods and hold examinations and tests for students receiving instruction in it with the objectives of promoting academic freedom on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence.
(4) The degrees and distinctions to students of such Autonomous institutions will be awarded by the University.
(5) For the purpose of granting academic autonomy to any of the colleges or recognized institution affiliated to the University, the provisions contained in Section 55 of the Act shall, *mutatis mutandis*, be applicable and the Vice-Chancellor of the University shall also include in the Autonomy Approval Committee relating to the grant of autonomy under the said Section and the words and expressions used in the said Section shall have the same meaning as defined in the Act.

O 15.8 Withdrawal of affiliation:

(1) If an affiliated college or recognized institution fails to comply with the conditions of affiliation or recognition as provided in the Act or Statutes or fails to comply with the directions of the University or State Government or does not allow the local governing body or managing councils as provided in the Act or Statutes to function properly, or if it is conducting the college or recognized institution in a manner prejudicial to the interest of the University or the standards laid down by the Ordinance or Statutes, the University can take action against such institutions under the Act including withdrawal of the affiliation granted to the college or institution, after giving notice to the Principal / Director of the College or institution and the educational agencies running the college or Institution, regarding the reasons for such withdrawal of affiliation and considering the reply given by the Principal / Director of the college or educational agency.

(2) The rules and procedure for withdrawal of affiliation shall be such as may be prescribed by section 57 of the Act.

O 15.9 Closure of colleges or institution etc.:

(1) No management of an affiliated college or recognized institution shall be allowed to close down the college or recognized institution without prior permission of the University and State Government, UGC / AICTE as the case may be.

(2) The procedure to close down an affiliated college or institution shall be such as prescribed by section 58 of the Act.

O 15.10 Recognition of Institutions of Research and Specialized Studies

(A) Recognition of Institutions of Research

1. The institution eligible for being recognized by the University shall apply for recognition to the Registrar in the prescribed form, as available on the University's website, accompanied by the fees prescribed and other relevant and necessary documents.
2. The University shall examine or arrange to get examined the Institution by applying the following criteria:

   a) Whether the institution has acquired good reputation in pursuit of knowledge for which the institution is established;

   b) Whether the financial resources of the institution are satisfactory and make due provisions for its continued maintenance and efficient working;

   c) Whether it has a regularly constituted governing body as per the provisions of the Act;

   d) Whether the institution has sufficient number of duly qualified staff members who can be recognized by research;

   e) Whether the institution is located in suitable building(s) and has made due provision for the library and in case of experimental science made the arrangements for teaching and research Post-graduate teachers by research/papers by way of properly equipped laboratory(ies), and such other facilities as prescribed the Academic Council;

f) Such other requirements as may be prescribed by the University, from time to time.

3. The Academic Council shall decide whether the institution be recognized or not and if yes, in whole or in part and prescribe the conditions, subject to which the recognition shall be granted.

4. In case the Academic Council rejects the application for recognition, it shall record the reasons for rejection and the University shall communicate the same to the institution, and it shall refund one-third amount of the affiliation fees paid.

5. If the Academic Council grants recognition to an institution, the same shall be effective for a period of three years from the date of recognition.

6. The institution recognized shall pay the annual recognition fees as may be prescribed by the University, from time to time.

7. The Recognized Institution shall conform to the provision of the Act, Statutes, Ordinances, Rules and Regulations and the directions issued by the University, from time to time regarding the academic and administrative conduct of the Recognized Institution.

8. The Recognized Institution shall furnish its Annual Report, Annual Budget, Balance Sheet and Audited Report to the University. The Management of the Recognized Institution shall have the accounts of the Management and of the Recognized Institution audited within a period of six months from the close of financial year, by a Chartered Accountant.

9. The Recognized Institution shall maintain its financial record in accordance with the provisions of the Accounts Code of the Government.

(B) Permanent Recognition

1. The Recognized Institution which has eight years standing shall apply to the Registrar, in the prescribed proforma as available on the University's website, along with the prescribed fees and necessary documents, for permanent recognition.

2. On receipt of application for permanent recognition, the University may appoint a Scrutiny Committee which shall submit its report to the University, the recommendations of the Committee shall be placed before the Academic Council for its considerations and decision.

   Provided that, if necessary, the University may appoint a Local Enquiry Committee to inspect the Institution. The report of the Local Enquiry Committee shall be placed before the Academic Council for its consideration and decision.

3. The University shall *inter-alia,* apply the following criteria in examining the application and in making its report thereon:

   a) Whether a Recognized Institution provides facilities for the pursuit of excellence and academic climate in terms of curricular and co-curricular performance of students;

   b) Whether it has attained reputation of having high standards, has consistent good record of performance of students at the University examinations for preceding five years;

c) Whether the faculty members have attained reputation in terms of good academic qualifications, performance in teaching/research/publications and extension activities;

d) Whether it has an academically viable and administratively feasible student population;

e) Whether it admits students on the basis of competitive merit with the criteria as laid down in the Act;

f) Whether it has adequate physical facilities such as -

(a) The building(s) used by the Recognized Institution is(are) owned by the Management of the Recognized Institution or are available for the use of the Recognized Institution on permanent lease and such permanency is proved by relevant documents.

(b) The accommodation and necessary facilities to conduct the Recognized Institution properly are provided, as per the norms laid down by the University, from time to time. It shall be ascertained that as far as possible, the Institution buildings are used solely for the purpose of the Institution and other allied educational activities;

h) Whether it provides the administrative set up and pattern of governance involving the faculty as per the University norms and is conducive to academic innovations and developments;

i) Whether it has sound financial resources so as to enable it to meet its responsibilities as a permanently Recognized Institution and whether it has access to the financial resources to provide for further development;

j) Such other matters as may be deemed necessary for meeting the aims and objectives of the Recognized Institution and the University.

4. The Management/Trust conducting the Recognized Institution shall make the financial position clear to the University by submitting Audited Statement, Income and Expenditure Statement and Balance Sheet of the Management as well as of the Recognized Institution for five preceding years.

   The Management shall meet all deficit of the Recognized Institution by way of out-right grants with the undertaking to meet future deficit, if any.

5. The Management shall fulfill the requirements of the reserve fund as stipulated, execution of irrevocable trust deed thereof and report the names of the trustees to the University, from time to time.
6. The Management of the Recognized Institution which does not receive grant-in-aid from the Government shall make provisions for salaries and allowances, provident fund and gratuity as prescribed by the University, from time to time.
7. The administration and investments of funds shall be in accordance with the requirements of the University and the Government.

(C) Withdrawal of Recognition of Recognized Institution

1. If a Recognized Institution fails to comply with the condition of affiliation or recognition or to allow the Local Managing or Advisory Committee to function properly or to take action as per directions issued under the Act or if it is conducting the Recognized Institution in a manner prejudicial to the interest of the University or the standards laid down by it, the Academic Council may issue a notice to the Management to show cause, as to why the privileges conferred on the Recognized Institution by recognition should not be withdrawn in part or in whole or modified.
2. If University feels that the Recognized Institution has violated the provisions made in the Act, then the University shall issue a show-cause notice in the month of October of the year proceeding the year from which the withdrawal is to be effected.
3. The University shall issue a show-cause notice for withdrawing the recognition given to the Recognized Institution. While doing so, the University shall mention the grounds on which it proposes to take the action.
4. The show-cause notice shall be issued in the name of Head of the Recognized Institution and copy to the Secretary of the Management or Trust. It shall mention the period, which shall not be less than 30 days within which the Principal/Head should file his written statement in reply to the Notice.
5. After receipt of the written statement or after expiry of the period specified in the notice issued, the University shall place before the Academic Council, the notice and the written statement, if any, with or without the motion for withdrawal or modification of such privilege.
6. The Academic Council after scrutinizing all the details shall take the decision of withdrawal of recognition.

   Provided that, while taking such decision, the Academic Council shall consider the prime interest of the students studying in the Recognized Institution.

   Provided further that, if the Academic Council takes the decision of withdrawing the recognition, then it shall so recommend to the Executive Council and thereafter Executive Council shall proceed to implement the recommendations of the Academic Council.

7. If the Academic Council recommends that the recognition should be withdrawn then it shall be in phases.
8. Before implementing the decision of the Academic Council, the Vice-Chancellor shall inform the Head and the Management about the intention of the University to withdraw the recognition.
9. It shall be the responsibility of the Vice-Chancellor to complete the process of withdrawing the recognition well in advance or in any case before the month of January of the preceding academic year from which recognition is to be withdrawn.
10. The Vice-Chancellor may inform the Government regarding the decision taken by the University Authorities in withdrawing the recognition of a Recognized Institution.

(D) Inspection of the Recognized Institution and Report

1. The Vice-Chancellor shall cause every Recognized Institution shall be inspected at least once in a three years by an Inspection Committee

2. The Committee shall inspect the Recognized Institution with a view to ensure that the proper standards of instruction, teaching, training are maintained in it and adequate accommodation and Library and Laboratory facilities are provided. The inspection will be with a view:

   a) to assessing its academic performance and needs;
   b) to ensure maintenance of efficiency and adequate students amenities;
   c) to ensure that the Recognized Institution has provided adequate facilities for the promotion of health, welfare, sports and other extra-curricular activities for the students of the Recognized Institution;
   d) to ensure that the Recognized Institution has complied with the provisions of the Act, Statutes, Ordinances, Regulations and Rules framed there under; and
   e) reporting such other matters as may be referred to the Committee by the Vice-Chancellor.

3. The Inspection Committee shall submit a report of its findings and recommendations to the Vice-Chancellor who, after consideration of the said report, issue instructions to the Recognized Institution, if necessary, in the light of the terms of reference mentioned in Clause (1) above. The Vice-Chancellor shall place the report of the committee before the Executive Council for its consideration.

O 16. Seniority of the Vacational Academic Staff

- The UGC guidelines released in the year 2018 are considered to check the compliance of Ordinance 16. The UGC guidelines for seniority of the vacational staff suggests that-

  "*16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.*"

- The ordinance 16 complies with the above UGC guidelines

- Following changes are suggested to comply with VII CPC three tier nomenclature for university academic staff (Professor, Associate Professor and Assistant Professor)

NO	Topic (Existing content)	Suggested change	Remark
O16.6	Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to a Reader, a Reader senior to a Lecturer or Assistant Professor, a Lecture or Assistant Professor senior to Assistant Lecturer / Demonstrator / Tutor.	A Senior Professor shall always be considered senior to a Professor, a professor to an Associate Professor, an Associate Professor is senior to an Assistant Professor (Selection Grade), an Assistant professor (Selection Grade) to an Assistant Professor (Senior Scale) and Assistant Professor (Senior Scale) to an Assistant Professor.	VII CPC recommends three tier nomenclature for university academic staff (Professor, Associate Professor and Assistant Professor) There are no posts for Lecturer/ Demonstrator / Tutor in universities.
O16.12	Granting of additional increments to any person at the time of joining the service or at the time of any promotion in the Institute in any capacity shall not qualify the person for claiming any additional seniority beyond that provided by (7) above.	Granting of additional increments to any person at the time of joining the service or at the time of any promotion in the Institute in any capacity shall not qualify the person for claiming any additional seniority beyond that provided by (7) and (5) above.	O16.5 refers to the salary drawn by a faculty member and length of service to decide seniority.

-	Add the suggested point O16.16	O16.6 The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.	This is an additional point to comply with UGC guidelines.
O16.14	The Head of Department shall be considered senior to all other teachers, only for the period during which he/she holds the said post.	The Head of Department shall be considered senior to all other teachers, in the respective department, only for the period during which he/she holds the said post.	Suggested to add, “in the respective department,”
O16. 17	Not existing	Preparation of seniority/gradation list annually. - The authority competent to make appointments shall prepare annually for each cader under 1st control, a gradation list of persons under that cadre in the order of seniority as on 1st January and shall bring it to the notice of the concerned academic staff before 30 March of each year.	As per GAD GR of 1988

O 17 ORDINANCE OF RECOGNITION OF GUIDES FOR MASTER'S AND Ph.D. DEGREES

As per (i) Section 74 of the DBATU Act; (ii) UGC Notification Minimum Standards and Procedure for Award of M.Phil./Ph.D Degrees Regulations, No. F. 1-2/2009(EC/PS)V(I) Vol. II, 2016 and (iii) UGC Notification N.Delhi, the 7th November, 2022 University Grants Commission Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 No. F. No. 1-3/2021(QIP)

(1) The existing recognitions granted by the University to the faculty members in service at present for guiding research students at Master's and Doctoral degrees shall continue. specific area of specialization.

(2) Recognition shall be granted specialty-wise/ discipline-wise/subject-wise for

(3) Following Committee shall look after the recognition as Research Supervisor of the University

S. N.	Composition	Position
1	Dean (R&D	Chairman
2	All Deans of faculties	Member
3	Head of the Department Concerned	
4	To persons having special knowledge of the subject for which the teacher is recognized, nominated by Executive Council (may not be EC Members)	
5	Two persons having special knowledge of the subject for which the teacher is recognized, nominated by Academic Council from amongst its members	

In context of O17, Head of University Department may be interpreted as Head of Institution for affiliated institutions/colleges

(4) A degree college teacher recognized for a Ph.D. degree in a particular subject shall be automatically considered as a teacher recognized for the Master's degree by research in the same subject.

(5) Every recognized teacher must be attached to a Department of the University or affiliated college or a recognized institute. The recognition of a teacher, whose attachment with the University or affiliated colleges ceases on account of retirement on superannuation or voluntary retirement or resignation or joined to other institute which is not affiliated with University or any other reason, shall cease automatically, unless renewed before the actual cessation the attachment.

(6) An Assistant Prof PhD appointed in the University Department or affiliated degree colleges on a permanent regular basis with Ph.D. degree shall be deemed to have been recognized for guiding research for Master's degree in the respective subject.

(7) An Assistant Professor appointed in the University on a permanent regular basis with Master's qualification shall be deemed to have been recognized for guiding research for Master's degree in the respective subject; provided he/she himself/herself is not registered for M.Phil. or Ph.D. degree in the same subject, under such a condition the recognition's of the person shall be deemed to have been suspended till he/she completes the degree for which he/she is admitted.

(8) An Assistant Professor appointed in the University or affiliated degree college on a permanent regular basis with Bachelor's qualification is not recognized for guiding Master's or Doctorill degrees.

Allocation of Research Supervisor. - Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

> **Reference:** UGC Notification N. Delhi, the 7th November, 2022 University Grants Commission Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 No. F. No. 1-3/2021 (QIP)

(9) Permanent faculty members of University Departments and permanently recognized faculty of affiliated colleges, a faculty member approved by DBATU) working as Professor/Associate Professor with a Ph.D., and at least five research publications in peer-reviewed or refereed journals (minimum three shall be scopus/SCI indexed) and permanent faculty members working as Assistant Professors with a Ph.D., and at least three research publications in peer-reviewed or refereed journals (minimum two shall be scopus/SCI indexed) may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. A faculty member who is not an employee of the university or its affiliated Post- graduate Colleges/institutes shall need a special approval of academic council and executive council to act as a research supervisor as an exceptional case. Such case shall be duly supported by request from concerned Research Advisory Committee. No Ph.D. work shall be allowed under supervision of unauthorized persons.

For Ph.D. scholars working in Central government/ State government research institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the DBATU may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the Research Advisory Committee.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

(10) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

(11) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight/six/four Ph.D. scholars, respectively, at any given time.

(12) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the other Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

(13) Faculty members with less than three years of service before superannuation shall be allowed to take new research scholars under their supervision as co-supervisor. Such faculty members can continue to supervise Ph.D. scholars who are already registered prior to said three years and as a co-supervisor after superannuation

(14) When a faculty member from a degree college desires to acquire recognition for guiding Ph.D. work in a subject other than the subject for which he/she has been appointed, the following procedure shall be applied.

(i) An application in the prescribed form should be made to the respective Research Committee through the Head of the Department in which he/she is working.
(ii) The recognition may be granted provided the person has done considerable research work of recognized merit in the new area, indicated by quality publications (at least five) which he/she has published with he/she as the principal author, after acquiring Ph.D. in peer reviewed journals with good impact factor.
(iii) All such areas will be considered as "interdisciplinary" and processed through Board of Interdisciplinary Research which will be headed by Dean (R&D) and all deans will be the

members. Heads of departments concerned with interdisciplinary research will be the invited members

(15) An Assistant Professor appointed in the University Department and affiliated Degree colleges on a permanent regular basis with Ph.D. degree may be recognized for guiding research for Ph.D. degree in the respective subject, provided the person has done research in the new area, indicated by quality publications (at least four) which he/she has published with he/she as the principal author, after acquiring Ph.D. in peer reviewed journals with good impact factor and indexed in science direct/ Scopus/ Thomson Reuters or Journals published by Professional Bodies of repute. Publications without rigorous peer review shall not be counted irrespective of the impact factor of such journals.

(16) Adjunct teachers, Honorary Professors, Scientists, etc. appointed by the University shall be deemed to have been recognized as co-supervisor for guiding research for Master's and Doctoral degrees in the respective subjects, provided he fulfill the criteria of professor and guide as prescribed above.

(17) If such a teacher is desirous of acquiring recognition for guiding research for Ph.D. degree shall have to make an application in writing in the prescribed form and shall be submitted through the Head of the Department in which the teacher is working; provided the appointment is a tenure appointment. The application will be considered by the respective Research Committee on the basis of its merit and norms applied to the faculty members of the Institute.

(18) It shall be competent to the Academic Council to withdraw at any time the supervisor recognition on account of persistence irregularity in the academic duties without any valid reasons, which in the opinion of the Academic Council invite disciplinary action.

(19) In special cases, the Academic Council shall have power, on recommendation of a Research Committee to grant recognition to an eminent person for guiding research for Ph.D. degree, provided the Head of Department grant makes a written request in his favor with justification and consent from the respective Department Committee, and agrees to provide all the to him/her.

(20) The University may grant recognition as co-supervisor to a person holding PhD degree working in an organization provided that, it is recognized by the University for research and has necessary infrastructure for conducting research under the supervision of the concerned person.

(21) No teacher shall send his student to other research institute(s) or industry for conducting research, partly or wholly unless an MoU has been signed between the two organizations for the research collaboration and provided there is no fees payable by the University to the host Institute as part of such an arrangement. This condition stands relaxed for cases where specific research facilities are not available at recognized place of research of the candidate and same are available with other research institute(s) or industry or institution.

(22) A teacher sending his M. Tech or PhD students routinely outside the Institute (excluding field surveys and case under 15 above) for research projects will have to justify such arrangement and provide the reports on the progress of the students to research committee. The University may derecognize such teacher from taking PG or Ph.D. students if justification is unsatisfactory.

(23) It shall be the responsibility of the Guide/faculty member to provide all the necessary amenities for conducting research to his students within the same Institute.

(24) It is expected that the teachers seeking recognition for guiding Master's and PhD students put in enough efforts to develop requisite research infrastructure in the Institute by the way of sponsored projects from Government Organizations and Industry.

(25) No teacher shall use his PG or PhD student for his/her own academic duties/ responsibilities in the Institute. However, assistance may be taken from the students getting fellowships from Gol for tutorials and practical's as per the rules laid down by the UGC

O 18. ORDINANCE OF ESTABLISHMENT OF DEPARTMENTS/ SCHOOLS OF TEACHING IN UNIVERSITY, AFFILIATED COLLEGES AND CONDUCTED INSTITUTIONS

This Ordinance (s) may be called, "**Ordinance for establishment of departments and schools.**" as per section 41(m) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

(1) On the recommendation of Planning and Evaluation Board or Academic Council through the former, the Executive Council shall consider the need of establishing a new Department.

(2) The Executive Council shall in consultation with the Planning and Evaluation Board provide or raise funds for the maintenance of the Department.

(3) The following University Departments/Schools are established and maintained by the University:

I) Under the Faculty of Engineering and Technology

a) Department of Chemical Engineering
b) Department of Civil Engineering
c) Department of Computer Engineering
d) Department of Electrical Engineering
e) Department of Electronics and Telecommunication Engineering
f) Department of Information Technology
g) Department of Mechanical Engineering
h) Department of Petrochemical Engineering

II) Under the faculty of Sciences and Humanities:

a) Department of Physics
b) Department of Chemistry
c) Department of Mathematics
d) Department of Humanities

(4) The University may establish the additional following departments and schools as per the need of scientific and technological developments as below at Main Centre or at regional and sub-regional centres.

I) Under the Faculty of Engineering and Technology

(i) Department of Polymer engineering
(ii) School of Interdisciplinary Technology Development

II) Under the Faculty of Management Studies:

a) School of Hotel Management and Catering Technology
b) School of Business Management

III) Under the faculty of Sciences and Humanities:

a) School of Interdisciplinary Sciences
b) School or Earth Science and Marine Science

IV) Under of Faculty of Architecture

a) School of Architecture

V) Under faculty of Pharmacy

a) School of Health Sciences

(5) The following Conducted Institution under the Faculty of Engineering and Technology is maintained by the University for Diploma courses.

(a) Institute of Petrochemical Engineering

(6) Each affiliated college, Recognize Institute and conducted Institution shall establish a Department for each discipline of the faculty if the College/ Institution is conducting the course in that discipline.

(7) Each Department shall be headed by a Head of the Department who is selected from the faculty members of the Department

(8) The Head of the Department is the teacher principally responsible for instruction, admission to departmental discipline, training or research in the Department

(9) The term of the Head of the Department shall normally be 3 years to ensure that each teacher of the Department gets opportunity to lead the Department in rotation.

(10) The Heads of the Departments in the University shall be appointed by the Vice-Chancellor from amongst the Professors of the Department as per the seniority.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Assistant/Associate Professor as Head of the Department.

(11) If there is no Professor in the Department, the Vice-Chancellor can appoint senior-most Associate Professor/ Assistant Professor as the Head of the Department.

(12) The Executive council may evolve additional quantifiable criteria for appointment of the Head of Department in terms of contribution of the faculty member to the Department and University.

(13) The Head whose term is coming to end shall be eligible for reappointment strictly based on his performance during his term. However, he/she will not have two consecutive terms as the Head.

(14) The powers and functions of the Head of the Department shall be prescribed by Rules of the University.

(15) The Head of the Department in affiliated college shall be appointed by the Chairman of the managing body of the college from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Chairman may appoint an Associate/Assistant Professor as Head of the Department. However, the college will strive to get a Professor for the Department.

(16) The University/College/ Institution may establish a Center or School in specialized area for advanced research and technology development. The Head of such Center or school with at least 50 faculty members shall be called ‘Director’ of the Center or School.

(17) The Director of such School or Center should be having qualifications and experience the same as Principal of a college.

(18) The term of the Director shall normally be 5 years to ensure that each teacher gets opportunity to lead the Centre/ School. But the Director is eligible for re-appointment strictly based on his/her performance as the Director.

(19) Each Centre or School may have Departments for proper functioning of the Centre/School, each department headed by a head of department as above.

(20) There shall be a Departmental Committee for each Department consisting of all Departmental faculty, a representative of UG students, a representative of PG students and one representative of non-teaching staff of the department by rotation of two years.

(i) Head of the Department shall be the Chairman of the Departmental Committee

(ii) Head of the Department shall nominate one of the members of the Committee as its Member Secretary

(iii) The Departmental Committee shall be responsible for –

a) Smooth working of the Department.
b) Preparation of academic calendar of the Department which shall include the terminal examination and other tests, if any, to be conducted during the academic year.
c) Preparation of theory and/or practical time table.
d) Students' Welfare, including cultural and sports activities.
e) Discipline amongst the students of the Department
g) Preparing documents for NBA, NAAC accreditations
h) Review of syllabus, Revision and up gradation of syllabus
j) Interaction with Industry
k) Interaction with Alumni, preparation of their database
l) Preparation of Development plan of the Department
m) Implementation of Action Plan
n) Up gradation and Development of infrastructure
o) Training and placement of students
p) Training of Staff members of the Department
q) Planning research activities of the Department
r) Preparing development proposals for UGC, AICTE, RUSA, DST, etc. and Annual Report for the Department
s) Maintaining and up gradation of facilities of the Department
t) Maintaining data of the Departmental Students, faculty and non-teaching staff, departmental activities

(21) The Departmental Committee shall appoint the following Sub-Committees within the Department to look after various functions

Provided that, the Departmental Committee, while constituting sub-Committees, shall see that all the teachers working in the Department get due participation in such Committees

(i) **Academic Committee** (for ensuring the development of curriculum, attendance of students, Time-table of academic activities, Laboratory courses, additional academic training to weak students, identifying new teaching-learning methodologies, training of

faculty in pedagogy and industry, evolving new methodologies, interaction with other academic institutes for learning, and adopting best practices, Training and refresher courses, etc.)

(ii) **Research Committee** (for R&D activities, Projects, interaction with other Institutes for research, review of research projects of PG and PhD students, Undergraduate research, preparation of proposals from Central and State Government agencies for departmental development like, RUSA, DST-FIST, AICTE, Minor and major projects of UGC, organizing conferences and seminars)

(iii) **Data and Accreditation Committee** (to meet the regulatory compliance, data filing, timely submission of data for the Departmental Courses)

(iv) **Publication Committee** (Timely Publications of department, including Annual Reports, Course Contents, e-Content generation of faculty lectures for online availability, online information availability, website updates)

(v) **Seminar Committee** (Collection of topics from faculty, selection and Allotment of topics, Collection of the Seminar reports, anti-plagiarism tests on the submissions, conduct of the seminar presentations, collection of the marks and evaluated reports, moderations of marks, submission of the marks-list)

(vi) **Project Committee** (Collection of project topics from faculty, interaction with industry for live projects, selection and Allotment of Projects, mid-course evaluation, Collection of the reports, anti-plagiarism tests on the submissions, appointment of examiners, conduct of the project presentations, collection of the marks and evaluated reports, moderations of marks, submission of the marks-list)

(vii) **Procurement Committee** (for purchase of equipment for common usage, consumables and contingency for the departments, developing infrastructure of Departments)

(viii) **Industry Training Committee** (Communication and Interaction with industries for training, allotment of students to industry as per merit and/or by interviews by industry, follow up during training, visits to industry, discussion with industry personnel, identifying limitations of students in areas of importance, submission of reports, presentations by students, anti-plagiarism tests on the submissions, record of industrial training)

(ix) **Training and Placement Committee** (Communication and Interaction with industries for placement, organizing interviews by industry, soft-skills training to students, organizing mock GDs and Interviews, Aptitude tests, follow up during training, visits to industry, discussion with industry personnel, identifying limitations of students in areas of importance, submission of reports, organizing training programs presentations by students, anti-plagiarism tests on the submissions, record of industrial training, guest lectures)

(x) **Students and Staff Welfare Committee** (Identification of needs of the students and Staff in the department, Developing measures to meet the needs, raising the means from external sources such as scholarships from Charity organizations)

(xi) **Alumni Committee** (to interact with Alumni, maintaining database of alumni, tracer studies of alumni, organizing Alumni Meet, raising funds from alumni for Departmental development, Students and Staff developments, Seeking placement and training of students, staff and faculty, developing relationships with industries, organizing lectures)

(xii) Each Committee of the Department will be headed by one faculty member as assigned by the Head of the Department. Ideally, the Committee chair will have chairmanship of not more than two Committees in order to have delegation of powers to all faculty members.
(xiii) There must be regular meetings, if possible, every week to plan the activities of the Committee and minutes of the meetings must be placed on Departmental portal. The subcommittees must have participation of students from UG as well as PG levels.
(xiv) Each Committee shall publish its own time table for conducting meetings and follow it to maximum extent possible. Each activity and the persons involved in it shall be prominently displayed on the Departmental website.
(xv) It shall be responsibility of the Committee Chairs to take help from other colleagues and/or students representatives to ensure smooth conduct of the Department's function.

(22) The Departmental Committee shall prepare the Annual Financial Estimates and submit the same to Finance Department of the University.
(23) The Departmental Committee shall allocate the budgetary provisions of Laboratory, Library, etc. to the various sections as per their requirements.
(24) There shall be not less than six Departmental Committee meetings in an academic year.
(25) The Chairman shall send the minutes of each meeting to the Registrar/Principal for his information.
(26) The Head of the Department shall be responsible for
(i) Completion of academic activities of the Department
(ii) Discipline amongst students of the department
(iii) Welfare of students, faculty and staff
(iv) Development and upkeep of the department
(v) Industry interaction
(vi) Leadership
(vii) External collaboration
(viii) Fund generation
(ix) Regulatory compliance for courses conducted by the Department
(x) Updating department about policies of the University/Institute and their implementation
(xi) Cleanliness and Hygiene
(xii) Interaction with alumni and networking
(xiii) Faculty and staff development programs
(xiv) Continuing education program for in-house and external faculty members/ Industry personnel
(xv) Preparation of proposals for development of the department
(xvi) Interaction with government and other agencies.
(xvii) Planning and implementation of curricular, and co-curricular activities
(xviii) Interdepartmental activities and Professional associations

(27) The Head of Department is overall In-charge of his discipline. He is required to ensure smooth functioning of the department in addition to his specified teaching load per week.

(28) He is to ensure that all faculty and staff members in his department perform their duty effectively and efficiently so as to ensure better teaching learning process to the satisfaction of the stake holders. Completion of Course delivery is prime responsibility of every teacher.

(29) He should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry, society, government and other sectors needing skilled graduates in the discipline.

(30) He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum; all the equipment in the laboratories/ workshops must be functional to conduct the Practical’s properly. He will decide the meaningful project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student.

O 19. ORDINANCE FOR APPOINTMENT OF DEANS

(As per the statutes 7.4 and Sections16 and 86 of the Act)

This Ordinance (s) may be called, "**Ordinance for Appointment of Deans in the University.**" as per Section 16of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

(1) The Dean shall be a whole timed officer

(2) The Deans shall be appointed on recommendation of Selection Committee for a period of three years and extendable for two more years.

(3) The maximum age of the Dean shall be 65 years.

(4) The selection Committee for the Dean shall be as follows

Sr. No	Composition	Position
1	The Vice-Chancellor,	Chairman
2	One Nominee of the Executive Council	Member
3	One Nominee of Academic Council	Member
4	Three experts who are not connected with the university (in case of Dean R&D, and Dean. Students & Staff welfare, two members will be from industry)	Members
5	The Registrar	Secretary

(5) The Dean (Faculty) and Dean (Research and Development) shall be responsible for implementation of the academic and research policies, respectively, as approved by the Executive Committee in respect of academic development, maintenance of standards of teaching and training of teachers and research within the Faculties.

(6) The Deans(Faculty) will assist the Director-Academics of the University in his functioning in the University Campus

(7) The Dean(R&D) will assist the Director-R&D of the University in his functioning in the University Campus

(8) The Dean(Students & Staff welfare) shall assist Director- Administration of the University in his functioning in the University campus

(9) The Deans shall be responsible for the academic development and research development of the Faculty in the University departments and the affiliated colleges.

(10) The Deans shall ensure proper implementation of the decisions of the Executive and Academic Councils in respect of the matters under the purview of the Dean.

(11) Subject to the superintendence, direction and control of the Director-Academics, the Deans shall, after taking such advice as necessary, decide upon the syllabi of different courses, curriculum development, extramural training, industrial training, grievances of students regarding the enrolment, eligibility, migration, scholarships, research, studentships or fee-ships and terms of admission to University examinations.

(12) The Dean of faculties must have an experience of at least 5 years as Professor (regular appointment) in the particular faculty

(13) The Dean should be a person with proven leadership quality with teaching and research credentials as demonstrated by his/her publications as indicated by *h*– index, patents, technology transfer, etc. and administrative capabilities and experience of at least at the level of Head of the Department or principal/ Director of an Institute or at equivalent position.

(14) Associate Deans in individual disciplines may be appointed from the faculty members of the University Departments or affiliated colleges to assist the Dean in his functioning.

(15) Deans may appoint Ad-hoc committees in consultation with the Director-Academics and Director-R&D for specific issues from time to time.

O 20. ORDINANCE FOR APPOINTMENT OF PRINCIPALS OF AFFILIATED COLLEGE

(As per the Section 75 of the Act)

This Ordinance (s) may be called, "**Ordinance for Appointment of Principal of Affiliated college.**" as per Sections 75 and 68 of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

(1) The Principal shall be a whole timed officer of the college
(2) The Principal shall be appointed on recommendation of Selection Committee for a period of Five years and shall be eligible for reappointment.
(3) The maximum age of the Principal shall be 65 years.
(4) The selection Committee for the Principal shall be as follows

Sr. No	Composition	Position
1	The Vice-Chancellor,	Chairman
2	Three experts having special knowledge of the subject in which instructions are being provided in the college who are not connected with the university Two members will be nominated by the Executive Council One member will be nominated by Academic Council	Members
3	The Registrar	Secretary

(5) The procedure of selection of the principal shall be as per the section 68 of the Act
(6) The principal shall be principal authority in the college for all academic and administrative purpose.

O 21 ORDINANCE FOR ALL OTHER MATTERS UNDER THE ACT OR STATUTES

This Ordinance (s) may be called, "**Ordinance for all other matters under the Act or Statutes.**" as per section 41(m) of the Act. This shall come into force with effect from the date of Chancellor's assent to it.

21.1 Functions to be performed by certain key positions in the University / Colleges

The functions to be performed by certain key positions in the University / Colleges in accordance with UGC/AICTE and best practices requirements for ensuring quality education have been aligned here with. The positions taken in to consideration for their job description are

1) **Head of Department/ Professor**
2) **Associate professors**
3) **Assistant professors**
4) **Training and Placement Officer**
5) **Workshop Superintendent**
6) **Hostel Superintendent/ Rector.**

21.2 Head of Department

(1) The Head of Department is overall In-charge of his discipline.
(2) S/he is required to ensure smooth functioning of the department in addition to his/her specified teaching load per week.
(3) S/he is to ensure that all the (Faculty) in his / her branch to perform their duty effectively and efficiently so as to ensure better teaching-learning process to the satisfaction of the stake holders.
(4) S/he should involve himself / herself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry, society, government and other sectors needing skilled graduates.
(5) S/he has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum; all the equipment in the laboratories/ workshops must be functional to conduct the Practical's properly.
(6) S/he will decide the meaningful project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student.

21.3 The functions of HoD and of Professor are subdivided into the following categories-

(I) Purpose
(II) Staff Development
(III) Quality Assurance
(IV) Others

(I) Purpose: The basic purposes in fulfilling the goals to the satisfaction of all are

a) To raise standards of students' attainment and achievement within the whole curriculum area and to monitor and support students' progress.
b) To be accountable for students' progress and development within the subject area.
c) To develop and enhance the teaching practice of others.

d) To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students' studying in the department, in accordance with the aims of the University and the curricular policies determined by the Academic Council.
e) To be accountable for leading, managing and developing the subject/curriculum area.
f) To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.

(II) Staff Development: Recruitment/ Deployment of Staff

a) To work with the Staff to ensure that staff development needs are identified and that appropriate programs are designed to meet such needs.
b) To be responsible for the efficient and effective deployment of the Department's support staff.
c) To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
d) To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff.
e) To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with the institute procedures.
f) To promote teamwork and to motivate staff to ensure effective working relations.
g) To organize / promote to participate in FDPs/STC/STTP and other such programs.
h) To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

(III) Quality Assurance: Quality of education is an important aspect for outcome based education certain efforts required to ensure quality are;

a) To establish the process of the setting of targets within the department and to work towards their achievement.
b) To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
c) To seek/implement modification and improvement where required.
d) To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Departmental Development Plan.
e) To produce an annual examinations analysis and department review as part of the self-evaluation cycle.
f) To verify the student attendance registers every month to check for proper marking of attendance and implementation of lecture plans.
g) To inspect the class rooms and laboratories to ensure the decorum and discipline as per time-table.
h) To convene meetings of Faculty on weekly / monthly basis to review Academic and R&D activities of the Department.
i) To arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge of faculty and students. Prepare a list of eminent people who could be invited to deliver guest lectures.
j) To monitor students' development and problems through feedback and counseling.

k) To appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.
l) To Review of students' attendance and action to be taken on students having less than 75% attendance.
m) To Review performance of students in the mid-term examinations
n) To collect feedback from teachers about the general discipline in the class rooms and Labs.
o) To collect Feedback from students on teachers courses and about the general discipline in the department.
p) Serviceability of equipment in the Labs.
q) Alumni: Keep a record of their achievements, occupations, higher studies etc.
r) Review of student counseling.

(IV) Others: He can be assigned any or more of the following administrative duties by the Director/Principal/Head of the institute

(a) Industry Institute Interaction.
(b) Training and Placement of the students of his discipline.
(c) To assist the administration in smooth conduct of the examination/ admission/ house tests/ practical's/ disciplinary matters.

21.4. Professor and Associate Professor

(a) Teaching:14 hours per week. For this purpose, a practical/ tutorial of two hours are treated as a teaching load of 1 hour.
(b) There should be a rotation in the engineering subjects taught by teachers after every three years.
(c) To assist the maintenance of Equipment in the laboratories
(d) Conduct of Practicals in the laboratory
(e) Planning and Implementation of Curriculum Development
(f) Development of Resource Materials
(g) Participation in Co-Curricular and Extra Curricular Activities
(h) Student guidance and counseling and helping their character development
(i) Innovation in technical education and evaluation
(j) Providing leadership in teaching UG / PG/ PhD and Post Graduate diploma courses
(k) Promotion and Coordinating continuing Education Activities.
(l) Self as well as University development through up-gradation of knowledge and skills.
(m) Officer In-charge attendance/ examination
(n) To work as In-charge of laboratory.
(o) Research and Development,
(p) Technology development and innovation
(q) Interaction with industry and corporate

In addition, the senior faculty helps the Head of Department in smooth functioning and control of the various activities of the department.

The senior faculty is responsible to ensure that the project work of the students is properly guided by him.

21.5 Assistant Professor

(a) Teaching:16 hours per week. For this purpose, practical/ tutorial of 2 hr is treated as a teaching load of 1 hour.
(b) To work as In-charge of laboratory in the concerned discipline.
(c) There should be rotation in the engineering subjects taught by teachers after every three years.
(d) Maintenance of Equipment in the laboratories
(e) Conduct of Practicals in the laboratory
(f) Planning and Implementation of Curriculum Development
(g) Development of resource material
(h) Participation in Co-Curricular and extra-curricular activities
(i) Student guidance and counseling and helping in their career shaping and personality development
(j) Innovation in technical education and evaluation
(k) Promotion and Coordinating continuing Education Activities.
(l) Self-development through up-gradation of knowledge and skills.

In addition to the above duties, he is required to assist the departmental administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively.

21.6 Training and Placement Officer

Training and Placement Officer in an Institution is responsible for the following:

(a) Training and placement of the students in the industry/ other user system.
(b) Industry Institute Interaction.
(c) Arranging Industrial visit of students.
(d) To arrange for the placement of the students through campus interviews during their course of study.
(e) To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
(f) To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
(g) To monitor the working of alumni association and to arrange their meetings.
(h) To sponsor students for various paper presentations and the Technical exhibitions.
(i) To arrange in service training program of the teachers according to update their knowledge and skills to teach the updated/ revised curriculum.
(j) To arrange entrepreneurship camps and to motivate the students for self-employment.
(k) To arrange programs for guidance and counseling of the students regarding various sources of finance, men and material for self-employment.
(l) To engage classes for teaching as well as for personality development of students.

21.7 Workshop Superintendent

(a) To monitor the training of students in various workshops of the institution.
(b) To monitor the academic record of students in workshop.
(c) To ensure the availability of various machines and equipments required in the workshops as per the curriculum.
(d) To ensure that all the machines and equipment in the workshop are kept in working order.
(e) To arrange for the training of workshop staff as per requirement of the curriculum.
(f) To plan the future development of the workshops in the institution.
(g) Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.
(h) To engage classes for theory and Practical training of the students.

21.8 Hostel Rector/ Superintendents

(a) A faculty member may be given the duty of Hostel Rector. They should be changed after two years.
(b) Officers to whom this duty has been assigned will have to stay on the campus for exercising proper control and administration in managing the Hostel affairs.